

To: Ford, Hayley[ford.hayley@epa.gov]
Cc: Hupp, Millan[hupp.millan@epa.gov]
From: Maria Marshall
Sent: Tue 11/28/2017 5:05:34 PM
Subject: RE: EPA Speaker Request Form

Hayley,

Sorry for the delay. I hope you had a wonderful Thanksgiving!

Are you available for a call today 3:30-5pm or tomorrow 2-4pm? I will have two others on this call on our end who are working on logistics on the ground and in DC.

I will have this form sent back to you by this afternoon.

Thanks

Maria

From: Ford, Hayley [mailto:ford.hayley@epa.gov]
Sent: Tuesday, November 21, 2017 10:28 AM
To: Maria Marshall <maria@marshallmail.com>
Cc: Hupp, Millan <hupp.millan@epa.gov>
Subject: EPA Speaker Request Form

Hello Maria,

It was nice connecting with you. Attached is the form we discussed to complete for the February Fed Soc event in Florida. Millan and I will review when we receive it and let you know if we have other questions. We also will want to set up a call with the event organizer (not sure if that's you?) to discuss other items related to the event before we officially confirm. One item in particular we'll be looking for information on is how this event will be advertised. We would

appreciate the Administrator's name not being included on any materials until we have this conversation.

Thank you and we look forward to hopefully having him keynote this event!

Hayley Ford

Deputy White House Liaison and Personal Aide to the Administrator

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