

**To:** mmcchesney@atr.org[mmcchesney@atr.org]  
**From:** Hupp, Sydney  
**Sent:** Mon 5/1/2017 7:07:30 PM  
**Subject:** Administrator Pruitt speaking at ATR Roundtable

Hi Megan,

Hope this email finds you well! Justin forwarded over to me the invitation for the Administrator to participate in an ATR Round table. I have been talking with our Ethics office about it and they have asked me the following questions (apologies in advance):

For each roundtable the special guest visits, is there any expectation about how the guest engages with the roundtable? Does the special guest lead the roundtable discussion? Is the guest expected to present information? Typically, in the past, how has the special guest engaged with the roundtables?

If you wouldn't mind helping me out with these so that we may move forward on finding a time for the Administrator to speak, I would greatly appreciate it!!

Thank you!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

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