

# Nicole Spranger

Meeting & Event Manager

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**From:** Cheryll Decker [<mailto:cdecker@sigma.org>]

**Sent:** Monday, October 16, 2017 11:43 AM

**To:** Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>; Spranger, Nicole <[Nicole.Spranger@westin.com](mailto:Nicole.Spranger@westin.com)>

**Cc:** Liz Menz <[lmenz@sigma.org](mailto:lmenz@sigma.org)>

**Subject:** 2017 SIGMA Annual Conference - General Session, Wednesday, 11/8

**Importance:** High

Hi Millan and Nicole. I wanted to e-introduce the two of you in preparation for Administrator Pruitt's arrival to The Westin for SIGMA's Opening General Session on Wednesday, 11/8 from 3:00 pm – 4:30 pm, in the Great Lakes Ballroom (Level 2).

Millan is the point of contact for the EPA logistics, Nicole is our CSM (convention services manager) at The Westin. Based on my call with Millan, she will directly contact Nicole for security details and to schedule a walk through on Tuesday, 11/7. Millan and Nicole, once the two of you connect, please keep me updated on the details so I have them on my radar, whether we are directly involved or not. For your convenience, I have listed your phone numbers.

- Millan Hupp – 202.380.7561
- Nicole Spranger – 312.649.6442

Tuesday, 11/7

- Millan and team will schedule a walk through with Nicole. Time has not been specified and is penciled in for early afternoon. Millan will confirm the time.
- An all day holding/staging room will be in the **Erie Room (Level 2)** of The Westin and just around the corner from the Great Lakes Ballroom. The room will be set conference/12 with snacks and beverages.

Wednesday, 11/8

- Holding/Staging room will be set in **Erie (Level 2)**, all day.
- 2:00 pm – 3:00 pm – Private Reception for SIGMA and NACS Board Members, in **Ontario Room (Level 2)**, around the corner from the Great Lakes Ballroom.
- 3:00 pm – 4:30 pm – SIGMA's Opening General Session in **Great Lakes Ballroom (Level 2)**.

Millan, I believe I have captured the details of our discussion. Please let me know if you need anything from me. Look forward to working with both you and Nicole to ensure a seamless arrival/departure for Administrator Pruitt.

As always, reach out with any questions or needs.

Cheryll

The logo for SIGMA, featuring the word "SIGMA" in a bold, black, sans-serif font. The letters are slightly shadowed, giving it a three-dimensional appearance.

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