

To: Hupp, Sydney[hupp.sydney@epa.gov]
Cc: Gunasekara, Mandy[Gunasekara.Mandy@epa.gov]; Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Eames, Frederick R.
Sent: Fri 4/21/2017 3:37:44 PM
Subject: RE: Scheduling

Thank you all.

-----Original Message-----

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Friday, April 21, 2017 11:37 AM
To: Eames, Frederick R.
Cc: Gunasekara, Mandy; Woodward, Cheryl
Subject: RE: Scheduling

Hi Mr. Eames,

Mandy forwarded over your questions about arriving the day of. I am looping in Cheryl who will provide logistics to you. As for the length of the meeting, yes I had it set at 30 minutes but have extended it to 45 minutes. Thank you for advising on the topic!

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

-----Original Message-----

From: Gunasekara, Mandy

Sent: Thursday, April 20, 2017 5:21 PM

To: Hupp, Sydney <https://urldefense.proofpoint.com/v2/url?u=http-3A__hupp.sydney-40epa.gov&d=DwlGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASEm&m=3dmWTUnmox2sf526KldTNE3c2jKuEGbsV-3o-h-3qqA&s=lbssjleBgl4OwwfR9W5v6qk2wbQHb82nish1TcXHcdo&e=>

Subject: FW: Scheduling

-----Original Message-----

From: Eames, Frederick R. [mailto:feames@hunton.com]

Sent: Thursday, April 20, 2017 5:19 PM

To: Gunasekara, Mandy <https://urldefense.proofpoint.com/v2/url?u=http-3A__Gunasekara.Mandy-40epa.gov&d=DwlGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=3dmWTUnmox2sf526KldTNE3c2jKuEGbsV-3o-h-3qqA&s=U5hRu1afLlCtZtE921vji8vr_XEww7GPEmjrRo4V9Sc&e=>

Subject: RE: Scheduling

When you and/or Sydney have a chance, please send information including the following:

1. Information required to enter the building.
2. Which entrance.
3. Room number.
4. Is he planning for 30 minutes or 60? I assume 30, but it's a complex topic.
5. Any specific points of emphasis you would like. We'll plan on a few basic illustrative slides but certainly can go into as great detail as he may desire.

Thanks again Mandy. Looking forward to it.

-----Original Message-----

From: Gunasekara, Mandy [mailto:Gunasekara.Mandy@epa.gov]

Sent: Thursday, April 20, 2017 4:44 PM

To: Eames, Frederick R.

Subject: RE: Scheduling

May 1 at 3:30 works for the Administrator. I'm passing along our contact info to the scheduler Sydney to firm it all up.

-----Original Message-----

From: Eames, Frederick R. [mailto:feames@hunton.com]

Sent: Wednesday, April 19, 2017 6:54 PM

To: Gunasekara, Mandy <https://urldefense.proofpoint.com/v2/url?u=http-3A__Gunasekara.Mandy-40epa.gov&d=DwlGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH_hX2GvwJc&s=hL4476eD_1RMAUv49n9d93zaD1NLv3gD-GC1Gkxt8Mw&e=>>

Subject: Re: Scheduling

Okay - this WAS the last one I sent. My bad! These are still good so far as I know.

Sent from my iPhone

On Apr 17, 2017, at 11:14 AM, Eames, Frederick R.
<feames@hunton.com<mailto:feames@hunton.com>> wrote:

I just realized the ball is in my court – perils of being out of office last week.

You asked about the week of 4/24 or 5/1. It looks like folks are available on 5/1. I have an event that day but will come to EPA if that's the day. Roxann also said she is available on 5/8, 9, 11 and 12.

<[Frederick Eames](https://urldefense.proofpoint.com/v2/url?u=http-3A__image001.jpg&d=DwIGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH_hX2GvwJc&s=qZmLXf9RTO3ozEarRb-k51_k12Eh83UK87iUdqkPYXw&e=></p></div><div data-bbox=)

Partner

feames@hunton.com<mailto:feames@hunton.com>

p

202.778.2245

bio<<http://webdownload.hunton.com/esignature/bio.aspx?U=04535>> |
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