

To: Hupp, Sydney[hupp.sydney@epa.gov]
Cc: Pete Nonis[P-Nonis@bcIU.org]; Dickerson, Aaron[dickerson.aaron@epa.gov]
From: Matthew Calardo
Sent: Thur 5/11/2017 5:57:48 PM
Subject: RE: Bciu event
EPA Administrator Pruitt Speaker Request Form.docx

Dear Sydney,

Please find the completed speaker request form attached to this email. Note that the venue will be the Hay-Adams Hotel.

I look forward to working with you and those on the Administrator's team staffing this event. Can we please set up a call with staff in the coming days to discuss the event in greater detail?

Sincerely,

Matthew Calardo | Program Officer, Middle East & Membership Coordinator

Business Council for International Understanding (BCIU)

Office: 202-595-2669 | Mobile: 646-379-7800 | [LinkedIn](#) | m-calardo@bcIU.org

From: Matthew Calardo
Sent: Wednesday, May 10, 2017 5:20 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Pete Nonis <P-Nonis@bcIU.org>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: Re: Bciu event

Hi Sydney,

That's great! Yes the neutral setting does work best for us/ the membership and I appreciate you

accommodating us in this regard. I will fill out the attached and get back to you asap. Looking forward to the event.

Thanks again,

Matthew

Sent from my iPhone

On May 10, 2017, at 4:48 PM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

3:30 works well! I would like to offer that we host you all here. We can do a roundtable with coffee in our event room. We can make the St. Regis work, but to be quite honest events here run smoother from a security perspective. Understand if you prefer to do off site though. Additionally, would you mind filling out the attached event form?

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Matthew Calardo [<mailto:M-Calardo@bcIU.org>]

Sent: Tuesday, May 9, 2017 9:41 AM

To: Hupp, Sydney <hupp.sydney@epa.gov>; Pete Nonis <P-Nonis@bcIU.org>

Subject: RE: BciU event

Excellent- would you prefer the 3:30pm time or a dinner roundtable later that evening (6:00pm)? I was thinking that the St. Regis would work nicely.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, May 09, 2017 9:36 AM
To: Matthew Calardo <M-Calardo@bcIU.org>; Pete Nonis <P-Nonis@bcIU.org>
Subject: RE: Bciu event

Looks good for that time and day. What were you thinking on location?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Matthew Calardo [<mailto:M-Calardo@bcIU.org>]
Sent: Monday, May 8, 2017 9:53 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>; Pete Nonis <P-Nonis@bcIU.org>
Subject: RE: Bciu event

Great. June 20 we could do an afternoon roundtable (light fare and coffee/tea) at 3:30pm. We could also do a dinner roundtable that evening if preferable. What do you think?

Matthew

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Monday, May 08, 2017 9:45 AM
To: Matthew Calardo <M-Calardo@bcIU.org>; Pete Nonis <P-Nonis@bcIU.org>
Subject: RE: Bciu event

Hi Matthew, great to meet you via email! We are set to be out of the country at the beginning of June. Could we maybe look to the week of June 19?

Thanks!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Matthew Calardo [<mailto:M-Calardo@bcIU.org>]
Sent: Monday, May 8, 2017 9:39 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>; Pete Nonis <P-Nonis@bcIU.org>
Subject: RE: Bciu event

One amendment to that timeframe. With our annual board meeting on June 1, the week of June 5 would be best on our end if that is possible for the Administrator.

Very best,

Matthew

From: Matthew Calardo
Sent: Monday, May 08, 2017 9:26 AM
To: 'Hupp, Sydney' <hupp.sydney@epa.gov>; Smotkin, Rick
<Personal Email/Ex. 6>; Pete Nonis <P-Nonis@bcIU.org>
Subject: RE: Bciu event

Thank you, Rick, for the kind introduction.

Dear Sidney: It's a pleasure to meet you. Please let me know the preferred date and time for Administrator Pruitt to address BCIU. While we are more than capable on short notice, it's best if we have around 3 weeks' notice to get the perfect table in place. Does anything look open the last week in May/first week in June?

I look forward to working with you. Please feel free to call me at 202-595-2669 if that is easier.

Sincerely,

Matthew Calardo | Program Officer, Middle East & Membership Coordinator

Business Council for International Understanding (BCIU)

Office: 202-595-2669 | Mobile: 646-379-7800 | [LinkedIn](#) | m-calardo@bciu.org

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Monday, May 08, 2017 9:22 AM
To: Smotkin, Rick <rick.smotkin@epa.gov>; **Personal Email/Ex. 6** Matthew Calardo <M-Calardo@bciu.org>; Pete Nonis <P-Nonis@bciu.org>
Subject: RE: Bciu event

Thank you, Rick!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Smotkin, Rick [mailto:rick.smotkin@bcyu.edu] **Personal Email/Ex. 6**
Sent: Monday, May 8, 2017 9:18 AM
To: Matthew Calardo <M-Calardo@bcyu.edu>; Hupp, Sydney <hupp.sydney@epa.gov>;
Pete Nonis <P-Nonis@bcyu.edu>
Subject: Bciu event

Matt/Pete

Meet Sydney w Administrator Pruitt. She will help schedule the event.

Thanks all!!

Rick

Sent from my iPhone

<EPA Administrator Pruitt Speaker Request Form.docx>



ADMINISTRATOR PRUITT SPEAKER REQUEST FORM
U.S. Environmental Protection Agency

Deadline for Acceptance: Program confirmed.

Event Title: BCIU Roundtable Discussion with The Honorable Scott Pruitt, Administrator, U.S. Environmental Protection Agency

Speech Date: Tuesday, June 20, 2017

Is the Above Date Flexible: No

Speech Time & Duration: 3:20 p.m. arrival and 4:45 p.m. departure (see agenda for details)

Speaker Requested: Administrator Scott Pruitt

Would You Consider a Surrogate: No

Event Location: The Hay-Adams Hotel
800 16th Street, NW
(202) 638-6600
Concorde Room

Open Press/Closed Press: Closed

Is Event Webcast/Recorded/Transcribed: No

Purpose of the Event: Provide Administrator Pruitt with a neutral platform to brief the business community on EPA initiatives and explore issues of common concern with private sector stakeholders in an off-the-record setting.

Speech Topic: The regulatory agenda of the EPA; the nexus of environmental policy and business; the Administrator's vision of returning the EPA to its core mission of protecting the environment by engaging with public and private sector partners to create sensible regulations that enhance economic growth.

Requested Presentation Format: Roundtable Discussion: Brief remarks by Administrator Pruitt followed by moderated Q&A with c-suite executives.

Dress Code: Business Attire.

Speech/Presentation Duration: 10 minutes of remarks followed by 40 minutes of moderated Q&A

Teleprompter Available: No

Microphone / Room Setup: No microphone; boardroom seating (all guests seated around rectangular table with Administrator seated at the center).

Event Sponsor: BCIU

Relationship to the EPA: BCIU is a non-profit, nonpartisan, convener of business and global government officials to address issues of common concern and help form public-private partnerships.



ADMINISTRATOR PRUITT SPEAKER REQUEST FORM
U.S. Environmental Protection Agency

Event Agenda/Program: 3:10 p.m. Registration and arrival for business executives.

3:20 p.m. The Honorable Scott Pruitt, Administrator, Environmental Protection Agency, arrives at the Hay-Adams Hotel and is greeted by Mr. Peter Tichansky, President and Chief Executive Officer, BCIU. Mr. Tichansky escorts Mr. Pruitt to the Concorde Room.

Guests enjoy coffee, tea, and light fare in the Concorde Room prior to discussion.

3:30 p.m. Mr. Tichansky calls session to order, thanks Administrator Pruitt for his presence, and asks guests to introduce themselves.

3:40 p.m. Mr. Tichansky introduces Administrator Pruitt.

3:45 p.m. Administrator Pruitt delivers brief remarks.

3:55 p.m. Mr. Tichansky moderates the roundtable discussion.

4:35 p.m. Administrator Pruitt issues concluding remarks.

4:40 p.m. Adjournment by Mr. Tichansky.

4:45 p.m. Program conclusion.

Honorable Guests Attending: C-suite executives. List of confirmed guests to follow.

Notable Federal, State or Local Appointed or Elected officials attending: None.

Individual Introducing Administrator: Mr. Peter Tichansky, President, BCIU

Person to contact for speechwriting purposes: Mr. Matthew Calardo
m-calardo@bcIU.org
646-379-7800

Person to contact for media purposes: The meeting is closed press.

Origin of Invitation: Mr. Matthew Calardo
m-calardo@bcIU.org
646-379-7800

Day of Event Point of Contact: Mr. Matthew Calardo
m-calardo@bcIU.org
646-379-7800

Security Contact: Alison Okobi, Director of Catering
aokobi@hayadams.com
202.662.4815



ADMINISTRATOR PRUITT SPEAKER REQUEST FORM
U.S. Environmental Protection Agency

Is the organization or host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC): 501(c)(3)

Will there be a presentation of a "gift" to the Administrator? No

If so, what is the US currency value of the gift? N/A

Will a meal be provided, if so what is the US currency value? Coffee and tea service provided (\$25)

Please return this form completed to scheduling@epa.gov and Sydney Hupp (hupp.sydney@epa.gov).
