

To: tohjr@hicksholdings.com[tohjr@hicksholdings.com]
Cc: Hupp, Sydney[hupp.sydney@epa.gov]
From: Hupp, Millan
Sent: Wed 3/29/2017 8:56:15 PM
Subject: Meeting request form - EPA Administrator
Administrator Meeting Request Form.pdf

Tommy --- did I send you this form to complete for the lunch you were hoping to arrange in Dallas? If not, could you kindly complete and send back at your convenience?

Thank you so much!

Millan



Meeting Request Form for Administrator Scott Pruitt

Today's Date:

Requesting Office:

Title of the Meeting:

Purpose:

Role of the Administrator:

Background:

Last possible date for the meeting

Is the meeting urgent and if so why?:

Requested Time Length:

EPA Staff (Required):

EPA Staff (Optional):

External Participants:

Teleconference Required?:

Video Conference Required?: *(If so please provide the conference room name to be used for video connection)*

Point of Contact for the Meeting:

NOTE: Meeting request forms should be submitted to scheduling@epa.gov, with a copy to Sydney Hupp (hupp.svdnev@epa.gov) and the AO Special Assistant who covers your office. All briefing material must be sent to your AO Special Assistant by 3:00 pm two days before your meeting, or to OCIR 48 hours in advance. If briefing materials are not submitted on time, we may need to reschedule your briefing.