

To: Hupp, Millan[hupp.millan@epa.gov]
From: Dodds, Kelly
Sent: Fri 4/7/2017 11:46:51 AM
Subject: RE: EPA Administrator - tomorrow morning

Good morning,

It was a pleasure to meet you as well! The room is on 24 hour hold for the group so you can stay in there as long as you need, no problem! I will make sure we have the signs up so no one goes in there for that duration.

Thank you and have a great day!

KELLY DODDS, *Senior Event Manager*

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From: Hupp, Millan [mailto:hupp.millan@epa.gov]

Sent: Thursday, April 06, 2017 6:31 PM
To: Dodds, Kelly
Subject: EPA Administrator - tomorrow morning

Kelly,

It was a pleasure to meet you this morning. Thank you so much for your help!

It looks like we have a meeting immediately following his speaking engagement. The meeting will occur at 10:30AM. Since we already have the Palm Court Ballroom cleared out as a hold room, could we kindly hang onto it until 10:45?

So, the total duration of time we would need that room is 9:45AM – 10:45AM, please. Also, just want to confirm that there will be signs on the doors going into the lobby notifying folks that the room is for Authorized Personnel Only. Nothing indicating that it is a hold room for him.

Thank you so much,

Millan Hupp

Office of the Administrator – Advance

202. 380.7561