

**Cc:** Hupp, Millan[hupp.millan@epa.gov]  
**To:** McMurray, Forrest[mcmurray.forrest@epa.gov]  
**From:** stephen groves  
**Sent:** Sun 9/17/2017 11:23:55 PM  
**Subject:** Re: EPA Walkthrough Follow-up  
Summit ACCESS- quick reference guide (1).pdf

Okay. This is the attachment. Wow.

Sent from my mobile device.

On Sep 17, 2017, at 19:21, Stephen Groves Jr <**Personal Email/Ex. 6**> wrote:

Forrest,

We have the room until 1:30. Is that enough time? You're off state at 12:30.

The reason it isn't until 2 is because someone is coming in at 2 and they need 30 mins to flip the room. If you stay a little over 2, I'll take the hit.

Attached is the document requested. Don't think it was on the last email. My apologies.

Le me know your thoughts on the room when you have a minute.

Stephen

On Sun, Sep 17, 2017 at 19:18 McMurray, Forrest <mcmurray.forrest@epa.gov> wrote:

Looping in Millan. Thank you for your help and keep us updated on the room change.

Forrest McMurray  
Scheduling and Advance  
U.S Environmental Protection Agency  
Office: 202-564-6308  
Cell: 202-308-6281

On Sep 17, 2017, at 7:11 PM, Stephen Groves Jr <**Personal Email/Ex. 6**> wrote:

Forrest,

Working on the room- we are probably going to move the room to another location on the 14th floor so you have it for the duration you will need. I'll follow up shortly.

Attached is the cred document and this is highly sensitive. Please be discrete.

Let me know if you need anything.

All the best,

Stephen

On Sun, Sep 17, 2017 at 18:11 McMurray, Forrest <[mcmurray.forrest@epa.gov](mailto:mcmurray.forrest@epa.gov)> wrote:

Stephen,

Thank you for giving us a walkthrough of the event space. Below are the names of staff for credentials. Could you also send me the credential breakdown picture that you all showed us during the walkthrough?

Staff:

Lincoln Ferguson  
Samantha Dravis  
Liz Bowman

Advance:

Millan Hupp  
Forrest McMurray.

Advance staff will be at the event on Monday and early Tuesday morning.

Also, I just wanted to confirm that we will have the boardroom from 9am-2pm on Tuesday and that we will be permitted to bring a guest to the boardroom.

Let me know if you need anything from us. Thank you for all of your help again.

Forrest McMurray  
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