

To: Hupp, Millan[hupp.millan@epa.gov]; Liz Menz[lmenz@sigma.org]
From: Cheryll Decker
Sent: Thur 10/12/2017 7:39:31 PM
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Of course. Speak to you tomorrow.

Cheryll

From: Hupp, Millan [mailto:hupp.millan@epa.gov]
Sent: Thursday, October 12, 2017 3:03 PM
To: Cheryll Decker <cdecker@sigma.org>; Liz Menz <lmenz@sigma.org>
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Perfect. Would you be okay to call me at 202.380.7561 please?

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov

From: Cheryll Decker [mailto:cdecker@sigma.org]
Sent: Thursday, October 12, 2017 2:41 PM
To: Hupp, Millan <hupp.millan@epa.gov>; Liz Menz <lmenz@sigma.org>
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Yes, sounds good. I appreciate the time.

Speak tomorrow!

Cheryll

From: Hupp, Millan [<mailto:hupp.millan@epa.gov>]
Sent: Thursday, October 12, 2017 2:40 PM
To: Cheryll Decker <cdecker@sigma.org>; Liz Menz <lmenz@sigma.org>
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Certainly. Could we do 10:30AM CT?

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov

From: Cheryll Decker [<mailto:cdecker@sigma.org>]
Sent: Thursday, October 12, 2017 2:31 PM
To: Hupp, Millan <hupp.millan@epa.gov>; Liz Menz <lmenz@sigma.org>
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Thanks Millan. Can we schedule a call for tomorrow? Let me know what works for you.

Cheryll

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

Sent: Thursday, October 12, 2017 2:29 PM
To: Cheryll Decker <cdecker@sigma.org>; Liz Menz <lmenz@sigma.org>
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Cheryll,

Wonderful to meet you via email. That person would be me. Would be glad to begin discussing logistics, especially as it relates to security.

I look forward to working with you.

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov

From: Cheryll Decker [<mailto:cdecker@sigma.org>]
Sent: Wednesday, October 11, 2017 11:21 AM
To: Liz Menz <lmenz@sigma.org>; Hupp, Millan <hupp.millan@epa.gov>
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Thank you Liz.

Millan, it is nice to e-meet you. If you can let me know who on staff my contact would be for the behind-the-scenes details, that would be great. I would like to immediately connect with them and also roll in my Westin CSM (Convention Service Manager) who will play an integral part to ensure all anticipate needs are met.

Thank you both.

Cheryll

From: Liz Menz
Sent: Wednesday, October 11, 2017 11:11 AM
To: Hupp, Millan <hupp.millan@epa.gov>; Cheryll Decker <cdecker@sigma.org>
Subject: SIGMA - Pruitt Speaking Event November 8, Chicago

Hi Millan,

Thanks so much for chatting this morning. This email is to introduce you to our Director of Meetings, Cheryll Decker. Her direct contact info is 703.375.0481 and CDecker@sigma.org. If you can put her in contact with the appropriate folks on your staff, I'd appreciate it!

Cheryll will be the resource for any rooms needed for privacy, information on security and the hotel, the reception at 2pm that day, and any logistical questions (not involving the actual speaking engagement – those logistics go through me).

If I can weigh in on anything, do let me know. I will be staying on top of all of the SIGMA details from our end so that we're able to provide one comprehensive event profile for you as we confirm details.

Thanks again!

Best,

Liz.

SIGMA

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