

To: Liz Menz[lmenz@sigma.org]; Hupp, Millan[hupp.millan@epa.gov]
From: Cheryll Decker
Sent: Wed 10/11/2017 3:20:51 PM
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 intregal 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.

The logo for SIGMA, featuring the word "SIGMA" in a bold, black, sans-serif font. The letters are slightly shadowed, giving it a three-dimensional appearance.

Liz Menz | Director of Education | SIGMA - America's Leading Fuel Marketers
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