

**To:** kelly.dodds@themayflowerhotel.com[kelly.dodds@themayflowerhotel.com]  
**From:** Hupp, Millan  
**Sent:** Thur 4/6/2017 10:31:17 PM  
**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

**To:** d.murphy@occeemail.com[d.murphy@occeemail.com]  
**From:** Hupp, Millan  
**Sent:** Tue 3/14/2017 9:31:27 PM  
**Subject:** EPA Event Request Form - MARC  
EPA Event Request Form.pdf

Commissioner Murphey,

Good evening to you. Your request for the Administrator to deliver remarks at MARC in June has been forwarded along to me. Could you kindly complete the attached form and return as soon as possible? Once we have this form, we will review in our Scheduling meeting and get an answer to you asap.

I came over from Tulsa so I'm sorry we've yet to have the opportunity to meet but I look forward to doing so in the near future!

Thank you so much,

Millan Hupp