

Message

From: Gergana Vasileva [GVasileva@thecwcgroup.com]
Sent: 6/20/2018 1:31:49 PM
To: DeLuca, Isabel [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0b021c30cbee4637a7c7ca683e5e044a-IDELUCA]; Wehrum, Bill [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=33d96ae800cf43a3911d94a7130b6c41-Wehrum, Wil]; Atkinson, Emily [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=bb2155adef6a44aea9410741f0c01d27-Atkinson, Emily]
CC: Sarah Sandison [ssandison@thecwcgroup.com]; Gunning, Paul [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f65040017f05429aa05572f096a50463-PGUNNING]
Subject: RE: 27th World Gas Conference – On-Site Guidelines for Workshop
Attachments: WGC 2018 On-site Speaker Guidelines.pdf; Speaker Itinerary - Bill Wehrum.pdf

Dear Bill,

With the **27th World Gas Conference** fast approaching we hope you are looking forward to the event as much as we are! To ensure you have everything you need for your arrival on-site, please find attached our **WGC 2018 On-Site Speaker Guidelines** and a copy of **Your Itinerary**. This includes important information about badge collection, the speaker ready room and room allocations. If you have any questions about the content of this email, please do not hesitate to contact me on my US number **Ex. 6**

1. [Session Details](#)

Your Workshop session **The Role of Voluntary Action in Methane Management** will take place on **Friday June 29** from **10:20 AM - 11:40 AM**. Your session will take place in **Room 147 A/B** on **Street Level – Level 1**.

2. [Session Meeting Point](#)

We ask that all Workshop speakers and moderators assemble in their allocated Workshop room **30 minutes** in advance of your session start time. On arrival to the conference room, you will be greeted by the room manager and escorted to the AV desk to have your lapel microphone attached.

3. [Session Format](#)

The session will begin with 5 minutes Opening Remarks from **Bill Wehrum, Assistant Administrator, Office of Air & Radiation, U.S. Environmental Protection Agency (EPA)**. Each speaker will give their presentation at the podium (8-10 minutes per speaker) followed by audience Q&A. Speakers will be seated in lounge seating and will remain seated throughout the session.

4. [Workshop Program](#)

For the up to date version of the Workshop program, and to view all confirmed speakers, please [click here](#).

5. [On-Site Contact Information](#)

I would appreciate if you could send me a telephone number with which we will be able to contact you on the day of your session.

May I take this opportunity to thank you once again for participating in the WGC 2018 Workshop Program. As always, please do get in touch should you require any further information about the event.

I look forward to meeting you next week!

Best wishes,
Gergana

From: DeLuca, Isabel [mailto:DeLuca.Isabel@epa.gov]
Sent: 13 June 2018 10:07
To: Gergana Vasileva; Wehrum, Bill; Atkinson, Emily
Cc: GLowe@aga.org; LTraweek@aga.org; Sarah Sandison
Subject: RE: 27th World Gas Conference – On-Site Guidelines for Workshop

Dear Gergana,

Thank you for the information, and for the invitation to Bill to attend the closing ceremony. We will check Bill's calendar and get back to you regarding his availability.

Best regards,
Isabel

From: Gergana Vasileva [mailto:GVasileva@thecwcgroup.com]
Sent: Wednesday, June 13, 2018 10:00 AM
To: DeLuca, Isabel <DeLuca.Isabel@epa.gov>; Wehrum, Bill <Wehrum.Bill@epa.gov>
Cc: GLowe@aga.org; LTraweek@aga.org; Sarah Sandison <ssandison@thecwcgroup.com>
Subject: 27th World Gas Conference – On-Site Guidelines for Workshop

Dear Isabel,

I am pleased to say that Mr Wehrum has been given **VIP Speaker Status** at the Conference.

He will be able to use the VIP Entrance to enter the Convention Center. The VIP Entrance is located on the corner of L Street & 9th and should be accessed via 7th Street. Please find a map of the VIP Entrance attached. The AGA will arrange to have her badge delivered to him for VIP Entrance Access. Should he wish to access the building by vehicle, please find attached our Car Signage which we ask is affixed to the car.

On request, we will also reserve a seat for him in the **Closing Ceremony** place on **Friday June 29, 2108** between **3:55 PM – 4:55 PM**. Please can you confirm if he would like to attend this?

Please also find attached a document with the details we require from you with regards to security if you need this. Our security team - City Security - will then liaise with the relevant contact to finalise all security arrangements for Mr Wehrum.

If you have any questions on these arrangements please do let me know.

Best wishes
Gergana

Gergana Vasileva
Speaker and Program Assistant, WGC 2018
CWC Solutions, part of CWC Group Limited
Direct Line: +44 20 79780064 w: www.cwc-solutions.com

Professional Conference Organiser for:



PRIVACY AND CONFIDENTIALITY NOTICE AND DISCLAIMER

CWC Group Limited

CWC School for Energy Limited

16-18 Lombard Road / Regent House / Oyster Wharf / London SW11 3RB

Tel 020 79780000 / Fax 020 79780099

The information in this message is confidential and may be legally privileged. It is intended solely for the person to whom it is addressed. If you are not the intended recipient you must not read, copy, distribute, discuss, print or take any action in reliance on it, or open or load any attachment. If you have received this information in error, please notify us and delete the message from your system immediately. Thank you.

You should carry out your own virus check before opening any attachment. We accept no liability for any loss or damage, which may be caused by software or interception/interruption of this mail.

CWC Group Limited Registration - 3410466

This message has been scanned for viruses by **Kaspersky**

PRIVACY AND CONFIDENTIALITY NOTICE AND DISCLAIMER

CWC Group Limited

CWC School for Energy Limited

16-18 Lombard Road / Regent House / Oyster Wharf / London SW11 3RB

Tel 020 79780000 / Fax 020 79780099

The information in this message is confidential and may be legally privileged. It is intended solely for the person to whom it is addressed. If you are not the intended recipient you must not read, copy, distribute, discuss, print or take any action in reliance on it, or open or load any attachment. If you have received this information in error, please notify us and delete the message from your system immediately. Thank you.

You should carry out your own virus check before opening any attachment. We accept no liability for any loss or damage, which may be caused by software or interception/interruption of this mail.

CWC Group Limited Registration - 3410466

This message has been scanned for viruses by **Kaspersky**