Message

From: Hong, Nadtya [Hong.Nadtya@epa.gov]
Sent: 4/11/2018 12:20:50 PM
To: Almodovar, Lisa [Almodovar.Lisa@epa.gov]
CC: Troche, Luis [Troche.Luis@epa.gov]; Jordan, Marta [Jordan.Marta@epa.gov]
Subject: RE: Principals Delegation-- number of rooms needed at Principal's hotel

Will do.

Nadtya Y. Hong, Esq.
Office of International and Tribal Affairs
Latin America and Caribbean Team
Chile-Peru-Colombia
Ph: 202-564-1391
http://www2.epa.gov/international-cooperation/

From: Almodovar, Lisa
Sent: Wednesday, April 11, 2018 7:56 AM
To: Hong, Nadtya <Hong.Nadtya@epa.gov>
Cc: Troche, Luis <Troche.Luis@epa.gov>; Jordan, Marta <Jordan.Marta@epa.gov>
Subject: Re: Principals Delegation-- number of rooms needed at Principal's hotel

Nadtya,

I left a message for Natalie last night for confirmation of the two first questions. I will be in a training all day.

Can you reach out to her and confirm the final number of rooms and if they will need to provide credit cards in advance? Then let me know.

Thanks

On Apr 11, 2018, at 7:12 AM, Hong, Nadtya <Hong.Nadtya@epa.gov> wrote:

> This is what we sent Nathalie. I have not confirmed that is what they reserved but I assume it is.
>
> Nadtya Y. Hong, Esq.
> Office of International and Tribal Affairs
> Latin America and Caribbean Team
> Chile-Peru-Colombia
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> **From:** Troche, Luis
> **Sent:** Friday, February 09, 2018 4:16 PM
> **To:** agusti.bordascusco@canada.ca; Cintia Rubi Amezcua Orellana <cintia.amezcua@semarnat.gob.mx>
> **Cc:** Nathalie Daoust (ndaoust@cec.org) <ndaoust@cec.org>; Hong, Nadtya <Hong.Nadtya@epa.gov>; Almodovar, Lisa <Almodovar.Lisa@epa.gov>
> **Subject:** Principals Delegation-- number of rooms needed at Principal's hotel
> **Importance:** High

Hello Cintia Y Agusti—

The Secretariat is preparing contracts with the venues and we are trying to firm up potential number of delegates/rooms at Skirvin so the Secretariat can advice on how many rooms should be on the contract, etc. I had estimated—for the Skirvin—which is the Principal's hotel—that we might need a Minister's room for each country + 8 rooms for their core delegation. The rest of the country delegations would stay at the Renaissance. In our case, our current estimate added to 12 rooms for the US. Attached is our draft delegation list who is anticipated to stay at Skirvin with Administrator Pruitt.

Would you have a sense of how many rooms Canada/Mexico would want at the Skirvin? Nathalie, please feel free to advise as well as I remember a lot of room trading last time.

If we do not get an estimate before I go on vacation, please work with Nadtya.

Thanks.

<Principals Delegation.xlsx>