Message

From: Berkoff, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F347C01A92D7424FA840C24F6B7FBF6B-MBERKOFF]
Sent: 4/8/2014 10:06:41 PM
To: Leon, Heriberto [leon.heriberto@epa.gov]
Subject: RE: Travel plans week of April 21

Maybe 18 tables.

From: Leon, Heriberto
Sent: Tuesday, April 08, 2014 5:04 PM
To: Berkoff, Michael
Subject: RE: Travel plans week of April 21

I'll check with Shaunta Rhodes for the projector, but we should probably check it with your laptop before we leave to make sure everything will work well.

There will be a screen. To summarize what will be provided:

- The event will be in the Main Expo Room
- 70 chairs
- Tables for posters
- Easels for posters
- Microphone
- Screen for presentation

Is there anything else you may need?
Do we know how we're using the 15 tables that Patti requested?

Heriberto León | Community Involvement Coordinator

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From: Berkoff, Michael
Sent: Tuesday, April 08, 2014 4:53 PM
To: Leon, Heriberto
Subject: RE: Travel plans week of April 21

Could you secure a projector for the event? I am going to present a powerpoint. Also, does the facility have a screen or a good white wall that I can use?

From: Leon, Heriberto
Sent: Tuesday, April 08, 2014 4:37 PM
To: Berkoff, Michael
Subject: RE: Travel plans week of April 21

My work cel is 312-802-5027 so we can connect on the 22nd. Patti had given me information about the Holiday Inn. It looks like it may be the same one that you mention.

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From: Berkoff, Michael
Sent: Tuesday, April 08, 2014 4:29 PM
To: Leon, Heriberto
Subject: RE: Travel plans week of April 21

I will likely be there earlier for a meeting. We stay at the Holiday Inn west outside of Kalamazoo. Not sure how to find it through govtrip. Jim Saric and I will be there on the 22nd. See if you can stay there too, so we can go over the evening while grabbing some food/baverage.

From: Leon, Heriberto
Sent: Tuesday, April 08, 2014 12:38 PM
To: Berkoff, Michael
Subject: Travel plans week of April 21

Hi Michael,

I'm planning to get to Kalamazoo the evening before the Allied Paper meeting because of my overall site travel that week. I mention this in case you are available earlier in the day of the April 22 meeting to help me get acquainted with the site and stakeholders. Let me know if you think this is doable.

I'm making arrangements for us to get in the expo center to set up at 2 pm.

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