

From: "[REDACTED] (USANYS) [Contractor]" <[REDACTED]>

To: "[REDACTED] (NY) (FBI)" <[REDACTED]>

Subject: [EXTERNAL EMAIL] - RE: Director's Awards Ceremony - May 3 at 10am

Date: Wed, 01 Mar 2023 20:51:49 +0000

Importance: Normal

Not at the moment. Let me confirm with our office's travel coordinator and I will get back to you. The issue is that I got conflicting information from EOUSA and our office, and I'm working to sort out the correct process for reserving rooms and booking travel. I will be in touch by next week regarding travel arrangements. Thank you for confirming.

[REDACTED]
Special Assistant to the U.S. Attorney
Southern District of New York
Phone: [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Wednesday, March 1, 2023 3:50 PM
To: [REDACTED] (USANYS) [Contractor] <[REDACTED]>
Subject: Re: Director's Awards Ceremony - May 3 at 10am

Hi [REDACTED] - I reserved the hotel do I need to cancel it ?

[REDACTED]
Victim Specialist
FBI New York
[REDACTED]

From: [REDACTED] (USANYS) [Contractor] <[REDACTED]>
Sent: Wednesday, March 1, 2023 2:55:01 PM
To: [REDACTED] (NY) (FBI) <[REDACTED]>
Subject: [EXTERNAL EMAIL] - RE: Director's Awards Ceremony - May 3 at 10am

Hey [REDACTED]—have you already made a reservation? If you have not already done so, please hold off while I confirm travel booking preferences with our travel and budget folks. Just let me know if you have and I'll figure out whether we need to change anything!

[REDACTED]
Special Assistant to the U.S. Attorney
Southern District of New York
Phone: [REDACTED]

From: [REDACTED] (USANYS) [Contractor]
Sent: Wednesday, February 8, 2023 9:52 AM
To: [REDACTED] <[REDACTED]>
Subject: RE: Director's Awards Ceremony - May 3 at 10am

Hi [REDACTED],

Please see below for you to make a hotel reservation through the DOJ reserved block. I'll follow up on travel arrangements to DC when I hear back from the rest of the Epstein/Maxwell team re: RSVPs but just wanted to pass this info along now.

Thanks,

██████████

Award Recipient Lodging and Travel

To assist award recipients in making their travel reservations, hotel information is as follows:

Holiday Inn Washington Capitol – National Mall

550 C Street SW

Washington, DC 20024

Group Name: Director's Award Ceremony

Reservations: To make a reservation online, visit [Director's Award Ceremony](#) and enter the stay dates (May 2-3). The group code ('DA5') has already been entered. To make phone reservations, please call ██████████ and provide the group code when prompted.

Cut-off Date for Reservations: Monday, April 3, 2023

Attendees should cancel their reservations up to 72 hours prior to arrival to avoid one night's room cost and tax. Please note that the hotel is within a 15-minute walk or a short cab ride to the Main Justice Building. The hotel is also accessible by public transportation on the 32, 36, and 74 buses or via the Green line on the Metro.

██████████

Special Assistant to the U.S. Attorney

Southern District of New York

Phone: ██████████

From: ██████████ <██████████>

Sent: Friday, February 3, 2023 5:00 PM

To: ██████████ (USANYS) [Contractor] <██████████>

Subject: Re: Director's Awards Ceremony - May 3 at 10am

Hi ██████████ - this is exciting. Please accept my RSVP and I will be bringing my father- ██████████.

Here is the requested information:

██████████, Victim Specialist; she, hers

Federal Bureau of Investigation

Please let me know if you need any additional information.

Have a great weekend-

██████████

██████████, ██████████

Victim Specialist

FBI New York Office

██████████

cell

From: [REDACTED] (USANYS) [Contractor] <[REDACTED]>
Sent: Wednesday, February 1, 2023 6:00 PM
To: [REDACTED] (USANYS) <[REDACTED]>; [REDACTED] (USANYS) <[REDACTED]>;
[REDACTED] (USANYS) <[REDACTED]>; [REDACTED] (USANYS) <[REDACTED]>;
[REDACTED] (USANYS) <[REDACTED]>; [REDACTED] (USANYS) <[REDACTED]>;
[REDACTED] (NY) (FBI) <[REDACTED]>; [REDACTED] (NYPD) <[REDACTED]>; [REDACTED]
(NY) (FBI) <[REDACTED]>; [REDACTED] (NY) (FBI) <[REDACTED]>
Subject: [EXTERNAL EMAIL] - Director's Awards Ceremony - May 3 at 10am

Hi all,

Hope everyone is doing well. We've received information from EOUSA regarding the ceremony for the presentation of the Director's Awards: the ceremony will be **Wednesday May 3, 2023, at 10am, in the Great Hall of the RFK Main Justice Building**, 950 Pennsylvania Ave NW, Washington, DC.

I am the designated point of contact for our district and will be responsible for our group's RSVP. I need to provide EOUSA with the following information:

- Each recipient's name as it should appear on the plaque, including spelling and organization, and provide each recipient's name pronunciation and pronouns
- Confirmation of each recipient's attendance, and if attending, the full name of up to ONE guest per recipient
- Any information regarding accommodations required for persons with disabilities or other special needs

PLEASE SEND ME THIS INFORMATION NO LATER THAN FRIDAY FEBRUARY 24 (calendar reminder attached for your convenience).

Per EOUSA: "EOUSA will cover the costs of travel and lodging for all recipients and their United States Attorneys. Award recipients' guests are responsible for paying for their own travel. All award recipients will be recognized with a plaque; there will be no monetary awards. A reception for the recipients, their guests, and their United States Attorneys will be held immediately following the ceremony."

Once you've confirmed with me if you are attending, I will follow up with information on travel logistics.

Congratulations again to everyone, and please let me know if you have any questions.

Thanks,

[REDACTED]
Special Assistant to the U.S. Attorney
Southern District of New York
Phone: [REDACTED]