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Sent: Friday, December 07, 2018 12:21 PM EST

To: Archer, Clare D. <CArcher@GilbaneCo.com>; Andrew Vanhorn <avanhorn@jbgsmith.com>; Victor Hoskins <vhoskins@arlingtonva.us>; Steve Fuller <sfuller2@gmu.edu>

CC: mleons@arlingtonva.us <mleons@arlingtonva.us>

Subject: A call on Monday to go over program for 12/12

Hello everyone:

First of all.. thanks so much for agreeing to be part of this presentation. Clare and I thought it would be a good idea to touch base on Monday at some point to finalize the details. I am still pursuing someone from VA Tech to attend. We have now talked to 7 different people in their Planning and Construction Department. Though the program will be fabulous even if they do not attend. Below is what we have for a schedule. And Clare and I are working on some questions for all of you and do want to make sure that you are aware of what they are and that we don't ask anything that you cannot disclose at this time or don't want to.

Please let me know your schedules on Monday.. I will make myself available at whatever time is convenient for you

8:00 – 8:30 Registration/Breakfast

8:30 – 10:30 Program (these could be in any order..we can decide on Monday depending on what each person presents)

20 Minutes – Andy-JBG/Amazon

20 Minutes – Arlington/Victor

20 Minutes – Steve Fuller/Regional Overview in relation to Amazon/VA Tech

20 Minutes – Q/A Clare Archer/ followed by Audience questions

10:30 – 11:00 Closing - Networking

We have more time in our program if VA Tech comes on board. Just this minute got another contact to try there.. Director of Innovation and Partnerships.

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