

**From:** Denise Antolini [REDACTED]  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 31, 2019 at 14:14  
**To:** C. Scott Fulton [REDACTED]  
**Cc:** Claudia de Windt [REDACTED]

Thank you Scott!  
Got it re Dmitri.  
Yes, I hope so on the Chiefs .... working on it.  
Thanks for all your contributions - it means a lot - and we could not do this without you and ELI.  
Happy New Year!  
Denise

**Denise Antolini, Professor of Law**  
**Association Dean for Academic Affairs (2011-2019), On Sabbatical Spring 2020**  
William S. Richardson School of Law, University of Hawai'i at Mānoa  
2485 Dole Street - Clinical Building, Room 207D, Honolulu, Hawai'i, USA 96822  
Office [REDACTED] Cell +1 [REDACTED]  
**Deputy Chair, World Commission on Environmental Law**  
International Union for the Conservation of Nature (IUCN)



On Tue, Dec 31, 2019 at 12:40 PM C. Scott Fulton [REDACTED] > wrote:

Thanks for this Denise. All good to know. I think a verbal acknowledgment of Dimitri and Client Earth would be fine. That's consistent with my thought of keeping it a bit under the radar. Fingers crossed that we get a better turnout from the the CJs. Many thanks for all your efforts, and Happy New Year to you (and Claudia)! Scott

Scott Fulton  
President  
Environmental Law Institute (ELI)  
[www.eli.org](http://www.eli.org)

On Dec 29, 2019, at 6:01 PM, Denise Antolini [REDACTED] > wrote:

**External Email - If suspicious, please contact [REDACTED]**

Aloha Scott,

Thanks for the note and question. Well received.

Appreciate that Loretta can jump on this Monday!

Yes, we are working on (and close to confirming) several other sources of support - some \$ and many in-kind:

1. David Levin Livingston law firm - this is the Hawaii firm that supported the DC Symposium, I'll be following up with them tomorrow once I have the Programme revised (today). I asked them to match your contribution. If we get it, or even half, that will put us in good shape. Right now, we are not paying any air fare for anyone to stay within budget.
2. UH - Chip Fletcher is working hard to get Sir David King's trip paid for either 1st Class or Business class (which we cannot do, of course) - and honorarium for side lectures/meetings. He has leads/conversations going with his Dean, Sea Grant, and UH Foundation. Chip has some very good leads and we've been working it for the past week but folks are out on vacation, so it's not confirmed. If this works, we may not have to pay for Sir David at all, or only minimal lodging (the max we are providing others - though he is likely to stay somewhere else, it seems).
3. Supreme Court is providing free venue for Friday - and of course Mike's Judicial Assistant (Dawn Nekoba) and CJ's Special Assistant (DaylinRose Heather) have been critically helpful.
4. Law School is providing free venue for Saturday - plus Law School is providing my time, my staff support ([REDACTED] my research assistant), and will help with all logistics.
5. Social - Mike is contributing his beachouse (party on Sunday)
6. [REDACTED] hosting an evening party at her beautiful condo overlooking Waikiki beach (this will likely be Friday night - instead of the boat ride). This saves us a ton - we have done several VIP events here - just have to pay food and valet. It's a spectacular view for sunset, regatta, fireworks.
7. We are not (yet) paying any air fares ... that's a huge savings to us. WCEL is paying for Antonio and Emmanuel. The others

are self-paid or funded by others.

8. And Claudia's time helping with essentials and co-organizing! :-)

So, as usual "always in partnership" - and even though these are in-kind, it is very real (and big) savings given how much it would cost if we paid for all this kind of support.

Re ClientEarth, they are not sponsoring the Chinese delegation - Dmitri has been vital to securing the participation of the Chinese judges. At this point, ClientEarth is not listed in the Programme anywhere, but we will acknowledge his help verbally. Is that OK? I wasn't aware of the sensitivities, sorry, please do fill me in when appropriate.

The participation is really great now re speakers - except for the Chief Justices side of the ledger - we have only Paul Reiber for now, maybe Hecht stopping by on Sat (not yet confirmed), and Mike's job is to keep recruiting the CCJs we have targeted with targeted letters and phone calls.

I think we can ask our CJ to send out the revised Programme next week as well, but it's going to be "thin" on the CCJ side, though we still have some time....

Many thanks Scott!

Best,

Denise

On Sun, Dec 29, 2019 at 9:51 AM C. Scott Fulton <[REDACTED]> wrote:

Hi Denise — Loretta will be getting back to you to get the payment made. A couple of points of interest for me. Are any of the other sponsors contributing to the event financially? I may get asked by my board, so it would be good to know. We will make good on our commitment in any case. Also, I see Dimitri DeBoer on the list. Will Client Earth be shown as a sponsor? I'm kind of hoping not, given their advocacy profile. There may be some issues for us if we are seen as financing an event that serves as a platform for Client Earth. Can you verify? Thanks, Scott

Scott Fulton  
President  
Environmental Law Institute (ELI)  
[www.eli.org](http://www.eli.org)

On Dec 29, 2019, at 11:01 AM, Loretta Reinersmann <[REDACTED]> wrote:

Scott,

If you are good with this, I can figure out how to make payment on Monday (tomorrow). Let me know asap.

Thanks

--Loretta

---

**From:** Denise Antolini <[REDACTED]>  
**Sent:** Friday, December 27, 2019 8:15 PM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** [REDACTED]; de Windt, Claudia <[REDACTED]>  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

## Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate.

I'll keep you posted as those are confirmed.

## Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

## Other Costs

Either [REDACTED] or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) [REDACTED]

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	ELI pays via Contract	Booking Code- ELI Pays Later	
Lorenzetti (flights paid for by the Court) (hotel paid for by ELI)	29-30-31-1 (4)		TOTAL 860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huihui			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860

Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645
Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King [REDACTED]			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini <[REDACTED]>  
Date: Fri, Dec 27, 2019 at 2:59 PM  
Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20  
To: Kathy AhSam <[REDACTED]>  
Cc: [REDACTED] <[REDACTED]>, Stephanie Yee <[REDACTED]>

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!

[REDACTED] and I greatly appreciate your patience and flexibility on the room bookings.

I have attached the signed and modified Letter of Agreement to confirm the 6 rooms for the 4 nights indicated.

At your earliest convenience, please send the Contract (6 rooms, 4 nights) to:

**Environmental Law Institute**  
**Attention: Loretta Reinersmann**

[REDACTED]

Please cc me and [REDACTED] - thank you.

I will confirm separately with Loretta that we need the Contract to be signed and

the 6 rooms paid by ELI on **Monday December 30.**

ELI is in Washington, D.C. FYI

ELI IS IN WASHINGTON, D.C., T.H.

In addition, as I mentioned, we greatly appreciate your offering us the same room rate for

later individual booking for our Symposium attendees in the next week or so.

We currently have 5 people who we hope will confirm and be paid for by ELI/Loretta next week,

and then another 5 to confirm and be paid for by others next week. So, 10 more rooms, we hope.

I hope the rest of your holiday season is fun and restful.

I included my cell phone in case you have Qs, don't hesitate to call me, anytime.

Mahalo nui!

Denise Antolini  
Associate Dean for Academic Affairs  
William S. Richardson School of Law  
University of Hawai'i at Mānoa

[REDACTED]

On Mon, Dec 23, 2019 at 2:38 PM Kathy AhSam [REDACTED] wrote:

Aloha [REDACTED]

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Bed Type and Authorized Signature**.

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.



<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

**MAHALO!**



**From:** C. Scott Fulton [REDACTED]  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 31, 2019 at 12:40  
**To:** Denise Antolini [REDACTED]  
**Cc:** Claudia de Windt [REDACTED]

Thanks for this Denise. All good to know. I think a verbal acknowledgment of Dimitri and Client Earth would be fine. That's consistent with my thought of keeping it a bit under the radar. Fingers crossed that we get a better turnout from the the CJs. Many thanks for all your efforts, and Happy New Year to you (and Claudia)! Scott

Scott Fulton  
President  
Environmental Law Institute (ELI)  
www.eli.org

On Dec 29, 2019, at 6:01 PM, Denise Antolini <[REDACTED]> wrote:

**External Email - If suspicious, please contact [REDACTED]**

Aloha Scott,

Thanks for the note and question. Well received.

Appreciate that Loretta can jump on this Monday!

Yes, we are working on (and close to confirming) several other sources of support - some \$ and many in-kind:

1. David Levin Livingston law firm - this is the Hawaii firm that supported the DC Symposium, I'll be following up with them tomorrow once I have the Programme revised (today). I asked them to match your contribution. If we get it, or even half, that will put us in good shape. Right now, we are not paying any air fare for anyone to stay within budget.
2. UH - Chip Fletcher is working hard to get Sir David King's trip paid for either 1st Class or Business class (which we cannot do, of course) - and honorarium for side lectures/meetings. He has leads/conversations going with his Dean, Sea Grant, and UH Foundation. Chip has some very good leads and we've been working it for the past week but folks are out on vacation, so it's not confirmed. If this works, we may not have to pay for Sir David at all, or only minimal lodging (the max we are providing others - though he is likely to stay somewhere else, it seems).
3. Supreme Court is providing free venue for Friday - and of course Mike's Judicial Assistant (Dawn Nekoba) and CJ's Special Assistant (DaylinRose Heather) have been critically helpful.
4. Law School is providing free venue for Saturday - plus Law School is providing my time, my staff support ([REDACTED] my research assistant), and will help with all logistics.
5. Social - Mike is contributing his beachouse (party on Sunday)
6. [REDACTED] is hosting an evening party at her beautiful condo overlooking Waikiki beach (this will likely be Friday night - instead of the boat ride). This saves us a ton - we have done several VIP events here - just have to pay food and valet. It's a spectacular view for sunset, regatta, fireworks.
7. We are not (yet) paying any air fares ... that's a huge savings to us. WCEL is paying for Antonio and Emmanuel. The others are self-paid or funded by others.
8. And Claudia's time helping with essentials and co-organizing! :-)

So, as usual "always in partnership" - and even though these are in-kind, it is very real (and big) savings given how much it would cost if we paid for all this kind of support.

Re ClientEarth, they are not sponsoring the Chinese delegation - Dmitri has been vital to securing the participation of the Chinese judges. At this point, ClientEarth is not listed in the Programme anywhere, but we will acknowledge his help verbally. Is that OK? I wasn't aware of the sensitivities, sorry, please do fill me in when appropriate.

The participation is really great now re speakers - except for the Chief Justices side of the ledger - we have only Paul Reiber for now, maybe Hecht stopping by on Sat (not yet confirmed), and Mike's job is to keep recruiting the CCJs we have targeted with targeted letters and phone calls.

I think we can ask our CJ to send out the revised Programme next week as well, but it's going to be "thin" on the CCJ side, though we still have some time....

Many thanks Scott!

Best,

Denise

On Sun, Dec 29, 2019 at 9:51 AM C. Scott Fulton <[REDACTED]> wrote:

Hi Denise — Loretta will be getting back to you to get the payment made. A couple of points of interest for me. Are any of the other sponsors contributing to the event financially? I may get asked by my board, so it would be good to know. We will make good on our commitment in any case. Also, I see Dimitri DeBoer on the list. Will Client Earth be shown as a sponsor? I'm kind of hoping not, given their advocacy profile. There may be some issues for us if we are seen as financing an event that serves as a platform for Client Earth. Can you verify? Thanks, Scott

Scott Fulton  
President  
Environmental Law Institute (ELI)  
[www.eli.org](http://www.eli.org)

On Dec 29, 2019, at 11:01 AM, Loretta Reinersmann <[REDACTED]> wrote:

Scott,

If you are good with this, I can figure out how to make payment on Monday (tomorrow). Let me know asap.

Thanks

--Loretta

---

**From:** Denise Antolini <[REDACTED]>  
**Sent:** Friday, December 27, 2019 8:15 PM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** [REDACTED] <[REDACTED]>; de Windt, Claudia <[REDACTED]>  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

### Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate.

I'll keep you posted as those are confirmed.

### Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

### Other Costs

Either [REDACTED] or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) [REDACTED].

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	ELI pays via Contract	Booking Code- ELI Pays Later	
Lorenzetti (flights paid for by the Court) (hotel paid for by ELI)	29-30-31-1 (4)		TOTAL 860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huihui			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860
Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645
Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King [REDACTED]			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini <[REDACTED]>

Date: Fri, Dec 27, 2019 at 2:59 PM

Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

To: Kathy AhSam <[REDACTED]>

Cc: [REDACTED] <[REDACTED]@hawaii.edu>, Stephanie Yee <[REDACTED]>

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!

█ and I greatly appreciate your patience and flexibility on the room bookings.

I have attached the signed and modified Letter of Agreement to confirm the 6 rooms for the 4 nights indicated.

At your earliest convenience, please send the Contract (6 rooms, 4 nights) to:

**Environmental Law Institute**

**Attention: Loretta Reinersmann**

█

Please cc me and █ - thank you.

I will confirm separately with Loretta that we need the Contract to be signed and

the 6 rooms paid by ELI on **Monday December 30.**

ELI is in Washington, D.C., FYI.

In addition, as I mentioned, we greatly appreciate your offering us the same room rate for

later individual booking for our Symposium attendees in the next week or so.

We currently have 5 people who we hope will confirm and be paid for by ELI/Loretta next week,

and then another 5 to confirm and be paid for by others next week. So, 10 more rooms, we hope.

I hope the rest of your holiday season is fun and restful!

I hope the rest of your holiday season is full and fruitful.

I included my cell phone in case you have Qs, don't hesitate to call me, anytime.

Mahalo nui!

Denise Antolini

Associate Dean for Academic Affairs

William S. Richardson School of Law

University of Hawai'i at Mānoa

(808) [REDACTED]

On Mon, Dec 23, 2019 at 2:38 PM Kathy AhSam [REDACTED] > wrote:

Aloha [REDACTED],

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Red Type and Authorized Signature.**

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.

<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

MAHALO!



**From:** Denise Antolini [REDACTED]  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 30, 2019 at 11:44  
**To:** Loretta Reinersmann [REDACTED]  
**Cc:** [REDACTED] hawaii.edu

Wonderful thanks!  
(yes, it's confusing, sorry!)

**Denise Antolini, Professor of Law**  
**Association Dean for Academic Affairs (2011-2019), On Sabbatical Spring 2020**  
William S. Richardson School of Law, University of Hawai'i at Mānoa  
2485 Dole Street - Clinical Building, Room 207D, Honolulu, Hawai'i, USA 96822  
Cell + [REDACTED]  
**Deputy Chair, World Commission on Environmental Law**  
International Union for the Conservation of Nature (IUCN)



On Mon, Dec 30, 2019 at 9:17 AM Loretta Reinersmann [REDACTED] > wrote:

My apologies! I mistakenly thought Ms. [REDACTED] was with the hotel. I have copied you on my email to Kathy AhSam.

Thank you for guiding this through!

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** Loretta Reinersmann  
**Sent:** Monday, December 30, 2019 2:14 PM  
**To:** [REDACTED] <[REDACTED]@hawaii.edu>; Denise Antolini <[REDACTED]>  
**Subject:** FW: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

Please confirm receipt.

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

From: Loretta Reinersmann

**From:** Loretta Reinersmann  
**Sent:** Monday, December 30, 2019 11:54 AM  
**To:** [REDACTED] <[REDACTED]@hawaii.edu>  
**Cc:** Denise Antolini [REDACTED]  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

Aloha Ms. [REDACTED]

Attached is the completed credit card form. Please let me know if you need anything further.

Thank you!

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE



---

**From:** [REDACTED] <[REDACTED]@hawaii.edu>  
**Sent:** Monday, December 30, 2019 1:23 AM  
**To:** Loretta Reinersmann [REDACTED]  
**Cc:** Denise Antolini [REDACTED]; de Windt, Claudia [REDACTED]; C. Scott Fulton <[REDACTED]>  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

**External Email - If suspicious, please contact [REDACTED]**

Aloha Ms. Reinersmann,

I attached the credit card authorization form from Holiday Inn Express' previous email. Please let me know if there is anything else I can help with.

Happy New Year!

Sincerely,

[REDACTED]



**From:** Loretta Reinersmann [REDACTED]  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 30, 2019 at 09:17  
**To:** [REDACTED] [REDACTED] hawaii.edu, Denise Antolini [REDACTED]

---

My apologies! I mistakenly thought Ms. [REDACTED] was with the hotel. I have copied you on my email to Kathy AhSam.

Thank you for guiding this through!

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** Loretta Reinersmann  
**Sent:** Monday, December 30, 2019 2:14 PM  
**To:** [REDACTED] <[REDACTED] hawaii.edu>; Denise Antolini <[REDACTED]>  
**Subject:** FW: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

Please confirm receipt.

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** Loretta Reinersmann  
**Sent:** Monday, December 30, 2019 11:54 AM  
**To:** [REDACTED] <[REDACTED] hawaii.edu>  
**Cc:** Denise Antolini <[REDACTED]>  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

Aloha Ms. [REDACTED]

Attached is the completed credit card form. Please let me know if you need anything further.

Thank you!

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** [REDACTED] <[REDACTED] hawaii.edu>

**Sent:** Monday, December 30, 2019 1:23 AM

**To:** Loretta Reinersmann [REDACTED] >

**Cc:** Denise Antolini [REDACTED] >; de Windt, Claudia [REDACTED] >; C. Scott Fulton [REDACTED] >

**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Aloha Ms. Reinersmann,

I attached the credit card authorization form from Holiday Inn Express' previous email. Please let me know if there is anything else I can help with.

Happy New Year!

Sincerely,

[REDACTED]

**From:** [REDACTED] hawaii.edu  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 30, 2019 at 09:17  
**To:** Loretta Reinersmann [REDACTED]  
**Cc:** Denise Antolini [REDACTED]

Aloha,

Confirmed and sent.

Best regards,  
[REDACTED]

—

[REDACTED]  
J.D. Candidate, Class of [REDACTED]  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
[REDACTED] | [REDACTED] [hawaii.edu](mailto:[REDACTED]@hawaii.edu)

On Dec 30, 2019, at 9:14 AM, Loretta Reinersmann [REDACTED] wrote:

Please confirm receipt.

--Loretta

<image003.png>

Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** Loretta Reinersmann  
**Sent:** Monday, December 30, 2019 11:54 AM  
**To:** [REDACTED] <[REDACTED]@hawaii.edu>  
**Cc:** Denise Antolini [REDACTED] >  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

Aloha Ms. [REDACTED]

Attached is the completed credit card form. Please let me know if you need anything further.

Thank you!

--Loretta

<image005.png>

Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** [REDACTED] <[REDACTED]@hawaii.edu>  
**Sent:** Monday, December 30, 2019 1:23 AM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** Denise Antolini <[REDACTED]>; de Windt, Claudia [REDACTED] >; C. Scott  
Fulton [REDACTED] >

**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Aloha Ms. Reinersmann,

I attached the credit card authorization form from Holiday Inn Express' previous email. Please let me know if there is anything else I can help with.

Happy New Year!

Sincerely,

[REDACTED]

<Holiday Inn form updated.pdf>

**From:** Loretta Reinersmann [REDACTED]  
**Subject:** FW: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 30, 2019 at 09:16  
**To:** [REDACTED]  
**Cc:** [REDACTED] hawaii.edu, Denise Antolini [REDACTED]

---

Aloha Ms. AhSam,

Please find attached the signed contract and credit card form for payment for the upcoming Judges meeting. Please let me know if you need anything further.

Many thanks for all your assistance.

Regards,

--Loretta



Loretta S. Reinersmann, CPA  
Vice President, Finance & Administration

**THE ENVIRONMENTAL LAW INSTITUTE**  
1730 M Street NW, Suite 700; Washington DC 20036

*Please consider the environment before printing this e-mail*



---

**From:** Loretta Reinersmann  
**Sent:** Monday, December 30, 2019 2:14 PM  
**To:** [REDACTED] <[REDACTED] hawaii.edu>; Denise Antolini <[REDACTED]>  
**Subject:** FW: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

Please confirm receipt.

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
**THE ENVIRONMENTAL LAW INSTITUTE**

---

**From:** Loretta Reinersmann  
**Sent:** Monday, December 30, 2019 11:54 AM  
**To:** [REDACTED] <[REDACTED] hawaii.edu>  
**Cc:** Denise Antolini <[REDACTED]>  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

Aloha Ms. [REDACTED]

Attached is the completed credit card form. Please let me know if you need anything further.

Thank you!

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, December 30, 2019 1:23 AM

**To:** Loretta Reinersmann <[REDACTED]>

**Cc:** Denise Antolini <[REDACTED]>; de Windt, Claudia <[REDACTED]>; C. Scott Fulton <[REDACTED]>

**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Aloha Ms. Reinersmann,

I attached the credit card authorization form from Holiday Inn Express' previous email. Please let me know if there is anything else I can help with.

Happy New Year!

Sincerely,

[REDACTED]



HOLIDAY INN EXPRESS WAIKĪKĪ

[REDACTED]

**Credit Card Authorization Form**

**From:** Loretta Reinersmann reinersmann@eli.org  
**Subject:** FW: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 30, 2019 at 09:14  
**To:** [REDACTED] Denise Antolini [REDACTED]

Please confirm receipt.

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** Loretta Reinersmann  
**Sent:** Monday, December 30, 2019 11:54 AM  
**To:** [REDACTED] <[REDACTED]@hawaii.edu>  
**Cc:** Denise Antolini <[REDACTED]>  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

Aloha Ms. [REDACTED]

Attached is the completed credit card form. Please let me know if you need anything further.

Thank you!

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, December 30, 2019 1:23 AM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** Denise Antolini <[REDACTED]>; de Windt, Claudia <[REDACTED]>; C. Scott Fulton <[REDACTED]>  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Aloha Ms. Reinersmann,

I attached the credit card authorization form from Holiday Inn Express' previous email. Please let me know if there is anything else I can help with.

Happy New Year!

Sincerely,  
[REDACTED]



HOLIDAY INN EXPRESS WAIKĪKĪ

**From:** Loretta Reinersmann reinersmann@eli.org  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 30, 2019 at 06:54  
**To:** [REDACTED]@hawaii.edu  
**Cc:** Denise Antolini [REDACTED]

---

Aloha Ms. [REDACTED]

Attached is the completed credit card form. Please let me know if you need anything further.

Thank you!

--Loretta



Loretta S. Reinersmann  
V.P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** [REDACTED] <[REDACTED]@hawaii.edu>  
**Sent:** Monday, December 30, 2019 1:23 AM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** Denise Antolini <[REDACTED]>; de Windt, Claudia <[REDACTED]>; C. Scott Fulton <[REDACTED]>  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Aloha Ms. Reinersmann,

I attached the credit card authorization form from Holiday Inn Express' previous email. Please let me know if there is anything else I can help with.

Happy New Year!

Sincerely,

[REDACTED]



HOLIDAY INN EXPRESS WAIKĪKĪ

From: [REDACTED]  
Subject: Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
Date: December 29, 2019 at 20:23  
To: Loretta Reinersmann [REDACTED]  
Cc: Denise Antolini [REDACTED] de Windt, Claudia [REDACTED] C. Scott Fulton [REDACTED]

Aloha Ms. Reinersmann,

I attached the credit card authorization form from Holiday Inn Express' previous email. Please let me know if there is anything else I can help with.

Happy New Year!

Sincerely,  
[REDACTED]



## HOLIDAY INN EXPRESS WAIKĪKĪ

2058 Kūhiō Avenue, Honolulu, HI 96815  
[REDACTED]

### Credit Card Authorization Form

- All Charges \$ \_\_\_\_\_
- Room+Tax (+14.962% tax/day) \$ \_\_\_\_\_
- Security Deposit (\$100) \$ \_\_\_\_\_  
(mandatory)
- Service Fee (\$25+14.962%tx/day) \$ \_\_\_\_\_  
(mandatory)
- Parking (\$35+4.712%tx/day) \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

**\*Total Amount Authorized:** \$ \_\_\_\_\_

\*Name of Guest(s): \_\_\_\_\_ \*Confirmation #: \_\_\_\_\_

\*Dates of Stay: Check-In: \_\_\_\_\_ Check-Out: \_\_\_\_\_

#### Credit Card Information

\*Name on Card: \_\_\_\_\_

Visa  MasterCard  Amex  Discover  Other (specify) \_\_\_\_\_

\*Credit Card Number: \_\_\_\_\_ \*Expiration date(mm/yy): \_\_\_\_ / \_\_\_\_

\*Credit Card Billing Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_

\*Business Phone: \_\_\_\_\_ \*Cell Phone: \_\_\_\_\_

\*Fax #: \_\_\_\_\_ \*Email: \_\_\_\_\_

I hereby authorize the Holiday Inn Express Waikiki to apply the total amount authorized to the credit card stated above. (All fields marked with an asterisk (\*) are mandatory for completion)

\*Cardholder Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

Please complete the form in its entirety and ensure the "Total Amount Authorized" is accurate prior to submitting. This form may be faxed back to the Reservations Department at [REDACTED] We appreciate your prompt response in submitting payment for your authorized guest. Mahalo nui loa! (Thank you very much!)

[REDACTED]  
J.D. Candidate, Class of [REDACTED]  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
[REDACTED]

On Dec 29, 2019, at 4:51 PM, Loretta Reinersmann [REDACTED] wrote:

Hi Denise,

Thanks for moving this along. I will call Kathy AhSam at the Holiday Inn around 9am Hawaii time/2pm eastern time. I will also sign the contract and return it to her attention. I will copy you when I do so.

--Loretta

<image003.png>

Loretta S. Reinersmann  
V.P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** Denise Antolini <[REDACTED]>  
**Sent:** Sunday, December 29, 2019 9:43 PM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** [REDACTED] <[REDACTED]@hawaii.edu>; de Windt, Claudia <[REDACTED]>; C. Scott Fulton <[REDACTED]>  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Hi Loretta,

Thanks so much for helping on this process.

Just jumping in to streamline, if I can since I just spoke to Holiday Inn on Friday.

Our (very nice) contact at Holiday Inn is Kathy AhSam.

Her phone numbers and email are below.

1. If you can call her Monday morning (Hawaii time) with credit card, that should be the fastest way to pay.
2. Kathy told me to send you the contract that I signed - attached - so you can sign and return to her - please copy me and May on the return.

Thank you!

Best,

Denise



**Kathy Ahsam** – Senior Sales Manager  
Holiday Inn Express Waikiki - 2058 Kūhiō Ave, Honolulu, HI 96815  
[REDACTED]  
|web: [www.hiexwaikiki.com](http://www.hiexwaikiki.com)

On Sun, Dec 29, 2019 at 2:09 PM Loretta Reinersmann <[REDACTED]> wrote:

Thank you Denise!

Ms [REDACTED] - please let me know the best method to make payment. I can process either a credit card payment or a wire payment on Monday December 30. I am working remotely and can be reached at [REDACTED] If you receive my voice mail, please leave a message including the best return number. I will respond promptly.

Thank you,

--Loretta



Loretta S. Reinersmann, CPA  
Vice President, Finance & Administration  
**THE ENVIRONMENTAL LAW INSTITUTE**  
1730 M Street NW, Suite 700; Washington DC 20036  
[REDACTED]

Please consider the environment before printing this e-mail



---

**From:** Denise Antolini <[REDACTED]>  
**Sent:** Friday, December 27, 2019 8:15 PM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** [REDACTED] <[REDACTED]>; de Windt, Claudia <[REDACTED]>  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate. I'll keep you posted as those are confirmed.

Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

Other Costs

Either [redacted] or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) [redacted].

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	ELI pays via Contract	Booking Code- ELI Pays Later	
Lorenzetti (flights paid for by the Court) (hotel paid for by ELI)	29-30-31-1 (4)		TOTAL 860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huibui			0

Judge Hunter			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860
Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645
Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini [REDACTED] >  
Date: Fri, Dec 27, 2019 at 2:59 PM  
Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20  
To: Kathy AhSam [REDACTED] >  
Cc: [REDACTED] <[REDACTED]@hawaii.edu>, Stephanie Yee [REDACTED]

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!

[REDACTED] and I greatly appreciate your patience and flexibility on the room bookings.

I have attached the signed and modified Letter of Agreement to confirm the 6 rooms for the 4 nights indicated.

At your earliest convenience, please send the Contract (6 rooms, 4 nights) to:

**Environmental Law Institute**  
**Attention: Loretta Reinersmann**

[REDACTED]  
Please cc me and [REDACTED] - thank you.

I will confirm separately with Loretta that we need the Contract to be signed and the 6 rooms paid by ELI on **Monday December 30**.  
ELI is in Washington, D.C., FYI.

In addition, as I mentioned, we greatly appreciate your offering us the same room rate for later individual booking for our Symposium attendees in the next week or so.

We currently have 5 people who we hope will confirm and be paid for by ELI/Loretta next week, and then another 5 to confirm and be paid for by others next week. So, 10 more rooms, we hope.

I hope the rest of your holiday season is fun and restful.

I included my cell phone in case you have Qs, don't hesitate to call me, anytime.

Mahalo nui!

Denise Antolini  
Associate Dean for Academic Affairs  
William S. Richardson School of Law  
University of Hawai'i at Mānoa

On Mon, Dec 23, 2019 at 2:38 PM Kathy AhSam <[REDACTED]> wrote:

Aloha [REDACTED]

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Bed Type and Authorized Signature.**

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.

<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

**MAHALO!**



**KATHY AHSAM** – SENIOR SALES MANAGER  
**HOLIDAY INN EXPRESS WAIKĪKĪ** - 2058 KŪHIŌ AVE, HONOLULU, HI 96815

WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Thursday, December 12, 2019 12:08 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you for following up. Yes we are still very much so committed to finalizing this process.

Group Name: GJIE  
Contact: Denise Antolini (and assistant [REDACTED])  
Address: 2515 Dole St Honolulu HI 96822  
Email: [REDACTED] and [REDACTED]  
Phone number: [REDACTED]  
Bed type: King

Please let me know if there is any more information needed.

Mahalo,  
[REDACTED]

On Thu, Dec 12, 2019, 12:03 PM Kathy AhSam <[REDACTED]> wrote:

Aloha [REDACTED]

Just following up with you to see if you received my email below.

Please let us know if you still want us to send you a contract for the group.

**MAHALO!**

**KATHY AHSAM** – SENIOR SALES MANAGER  
**HOLIDAY INN EXPRESS WAIKĪKĪ** - 2058 KŪHIŌ AVE, HONOLULU, HI 96815

[REDACTED] | [WEB: WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** Kathy AhSam  
**Sent:** Wednesday, December 11, 2019 8:28 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; 'Denise Antolini'  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

We will be working on your contract today and I have a few questions before we proceed:

- Group Name
- Contact Person
- Address
- Email
- Phone Number
- Bed Type Request (King, Double, Queen)

Mahalo and have a great day!

**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**

[REDACTED] | [WEB: WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** Kathy AhSam  
**Sent:** Monday, December 09, 2019 8:23 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

Great news, we look forward to having the group stay with us!

We will send you a contract with the rate terms and conditions for your approval and signature.

Please see below in **red** for the answers to your questions.

Should you have any other questions or concerns please feel free to call or email me.

**MAHALO!**

**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**

[REDACTED] | [WEB: WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** [REDACTED] [[mailto:\[REDACTED\]@hawaii.edu](mailto:[REDACTED]@hawaii.edu)]  
**Sent:** Saturday, December 07, 2019 1:59 PM

**To:** Kathy AhSam

**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you so much for preparing this for us! After speaking with the team we have decided that Holiday Inn Express Waikiki checks off all of our criteria for a great price!

We are interested in proceeding, but I had a few questions I was hoping you can help me with:

- 1 - is the a required deposit deposit? If so, how much is it, is it refundable, when is it due by? **A deposit is not required, however full payment is due 30 days prior to arrival**
- 2 - will you take a payment over the phone? **If payment is by credit card we will send you a credit card authorization form**
- 3 - when is the balance due? **30 days**
- 4 - what if all rooms are not booked in the end? is there a percent we are liable for? **You have 30 days to arrival to release the rooms without penalty**

We are interested in finalizing this by Monday.

Thank you,

██████████  
J.D. Candidate, Class of ██████████  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
██████████ | ██████████ [hawaii.edu](http://hawaii.edu)

On Dec 5, 2019, at 3:26 PM, Kathy AhSam ██████████ wrote:

Aloha ██████████,

Thank you for your consideration of the Holiday Inn Express Waikiki!

We are delighted to offer the following:

<image002.jpg><image010.jpg><image011.jpg>

Category	Rooms	*Rate	Resort fee	Dates	Taxes	Valid
City View	10 - 15	\$169.00	\$15.00	1/29/20 – 2/2/20	14.962%	December 12, 2019

**\*Rate and conditions:**

- Group rates are based on 10 or more rooms
- Rates are net, non-commissionable and based on Single/Double occupancy
- Rates and space will be based upon availability after the valid date and room block will be held with issuance of group contract
- Taxes computed separately: State Tax 4.712%, Transient Accommodation tax 10.25% (*subject to change*)

**Resort (service/amenity) fee:** A mandatory discounted daily fee of \$15.00 + 14.962% tax (standard rate \$25.00) per room

**HIEX Standard:** Complimentary full American hot breakfast buffet, 6:30 a-9:30 a

**Amenities:** Guests may enjoy access to the recreational deck and use of:

- Pool side cabanas
- Pool & whirlpool
- 9-hole mini putting green
- Giant chess game, shuffleboard, foosball table, table tennis
- 8 am weekday yoga classes
- 24 hour fitness center
- Game room access with TV's and Wii consoles
- Complimentary W-Fi
- Sun Screen at pool deck
- Daily local paper

**Ancillary services:**

- Business center (2 terminals, 1 printer)
- Filtered water fountain in the lobby
- 24-hour sundry "Market" store is located adjacent to the front desk
- Coin operated washers & dryers (credit cards accepted)
- Self-parking \$35.00 + tax daily per car

Thank you again for your consideration and please feel free to contact me should you have any questions.

Mahalo!  
Kathy

<image012.jpg> **Kathy Ahsam** – Senior Sales Manager  
**Holiday Inn Express Waikīkī** - 2058 Kūhiō Ave, Honolulu, HI 96815

[redacted] | web: [www.hiexwaikiki.com](http://www.hiexwaikiki.com)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

<2019 HIEX Fact Sheet.pdf>

**From:** Loretta Reinersmann [REDACTED]  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 29, 2019 at 16:51  
**To:** Denise Antolini [REDACTED]  
**Cc:** [REDACTED] de Windt, Claudia [REDACTED] C. Scott Fulton [REDACTED]

Hi Denise,

Thanks for moving this along. I will call Kathy AhSam at the Holiday Inn around 9am Hawaii time/2pm eastern time. I will also sign the contract and return it to her attention. I will copy you when I do so.

--Loretta



Loretta S. Reinersmann  
V P. Finance & Administration  
THE ENVIRONMENTAL LAW INSTITUTE  
[REDACTED]

---

**From:** Denise Antolini <[REDACTED]>  
**Sent:** Sunday, December 29, 2019 9:43 PM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** [REDACTED]; de Windt, Claudia <[REDACTED]>; C. Scott Fulton <[REDACTED]>  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Hi Loretta,  
Thanks so much for helping on this process.  
Just jumping in to streamline, if I can since I just spoke to Holiday Inn on Friday.  
Our (very nice) contact at Holiday Inn is Kathy AhSam.  
Her phone numbers and email are below.  
1. If you can call her Monday morning (Hawaii time) with credit card, that should be the fastest way to pay.  
2. Kathy told me to send you the contract that I signed - attached - so you can sign and return to her - please copy me and May on the return.  
Thank you!  
Best,  
Denise



**Kathy Ahsam** – Senior Sales Manager  
**Holiday Inn Express Waikiki** - 2058 Kūhiō Ave, Honolulu, HI 96815  
[REDACTED]  
web: [www.hiexwaikiki.com](http://www.hiexwaikiki.com)

On Sun, Dec 29, 2019 at 2:09 PM Loretta Reinersmann <[REDACTED]> wrote:

Thank you Denise!

[REDACTED] – please let me know the best method to make payment. I can process either a credit card payment or a wire payment on Monday December 30. I am working remotely and can be reached at [REDACTED] If you receive my voice mail, please leave a message including the best return number. I will respond promptly.

Thank you,

--Loretta



Loretta S. Reinersmann, CPA  
Vice President, Finance & Administration  
**THE ENVIRONMENTAL LAW INSTITUTE**  
1730 M Street NW, Suite 700; Washington DC 20036  
[REDACTED]

Please consider the environment before printing this e-mail



**From:** Denise Antolini <[REDACTED]>  
**Sent:** Friday, December 27, 2019 8:15 PM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** [REDACTED] de Windt, Claudia <[REDACTED]>  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate. I'll keep you posted as those are confirmed.

Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

Other Costs

Either May or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) 554-7215.

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	ELI pays via Contract	Booking Code- ELI Pays Later	
Lorenzetti (flights paid for by the Court) (hotel paid for by ELI)	29-30-31-1 (4)		TOTAL 860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
			860

Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huihui			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860
Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645
Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini <[REDACTED]>  
Date: Fri, Dec 27, 2019 at 2:59 PM  
Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20  
To: Kathy AhSam <[REDACTED]>  
Cc: [REDACTED] <[REDACTED]@hawaii.edu>, Stephanie Yee <[REDACTED]>

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!

[REDACTED] and I greatly appreciate your patience and flexibility on the room bookings.

I have attached the signed and modified Letter of Agreement to confirm the 6 rooms for the 4 nights indicated.

At your earliest convenience, please send the Contract (6 rooms, 4 nights) to:

**Environmental Law Institute**  
**Attention: Loretta Reinersmann**

[REDACTED]  
Please cc me and [REDACTED] - thank you.

I will confirm separately with Loretta that we need the Contract to be signed and the 6 rooms paid by ELI on **Monday December 30**.  
ELI is in Washington, D.C., FYI.

In addition, as I mentioned, we greatly appreciate your offering us the same room rate for later individual booking for our Symposium attendees in the next week or so.

We currently have 5 people who we hope will confirm and be paid for by ELI/Loretta next week, and then another 5 to confirm and be paid for by others next week. So, 10 more rooms, we hope.

I hope the rest of your holiday season is fun and restful.

I included my cell phone in case you have Qs, don't hesitate to call me, anytime.

Mahalo nui!

Denise Antolini  
Associate Dean for Academic Affairs  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
(808) [REDACTED]

On Mon, Dec 23, 2019 at 2:38 PM Kathy AhSam <[REDACTED]> wrote:

Aloha [REDACTED]

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Bed Type and Authorized Signature.**

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.

<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

**MAHALO!**



**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ** - 2058 KŪHIŌ AVE, HONOLULU, HI 96815  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Thursday, December 12, 2019 12:08 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thabk you for following up. Yes we are still very much so committed to finalizing this process.

Group Name: GJIE  
Contact: Denise Antolini (and assistant [REDACTED])  
Address: 2515 Dole St Honolulu HI 96822  
Email: [REDACTED] and [REDACTED]  
Phone number: [REDACTED]  
Bed type: King

Please let me know if there is any more information needed.

Mahalo,  
[REDACTED]

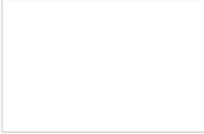
On Thu, Dec 12, 2019, 12:03 PM Kathy AhSam <[REDACTED]> wrote:

Aloha [REDACTED]

Just following up with you to see if you received my email below.

Please let us know if you still want us to send you a contract for the group.

**MAHALO!**



**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

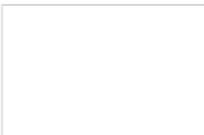
**From:** Kathy AhSam  
**Sent:** Wednesday, December 11, 2019 8:28 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; 'Denise Antolini'  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

We will be working on your contract today and I have a few questions before we proceed:

- Group Name
- Contact Person
- Address
- Email
- Phone Number
- Bed Type Request (King, Double, Queen)

Mahalo and have a great day!



**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** Kathy AhSam  
**Sent:** Monday, December 09, 2019 8:23 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

Great news, we look forward to having the group stay with us!

We will send you a contract with the rate terms and conditions for your approval and signature.

Please see below in **red** for the answers to your questions.

Should you have any other questions or concerns please feel free to call or email me.

**MAHALO!**

**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**

WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** [REDACTED]  
**Sent:** Saturday, December 07, 2019 1:59 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you so much for preparing this for us! After speaking with the team we have decided that Holiday Inn Express Waikiki checks off all of our criteria for a great price!

We are interested in proceeding, but I had a few questions I was hoping you can help me with:

- 1 - is the a required deposit deposit? If so, how much is it, is it refundable, when is it due by? **A deposit is not required, however full payment is due 30 days prior to arrival**
- 2 - will you take a payment over the phone? **If payment is by credit card we will send you a credit card authorization form**
- 3 - when is the balance due? **30 days**
- 4 - what if all rooms are not booked in the end? is there a percent we are liable for? **You have 30 days to arrival to release the rooms without penalty**

We are interested in finalizing this by Monday.

Thank you,

[REDACTED]  
J.D. Candidate, Class of [REDACTED]  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
[REDACTED]

On Dec 5, 2019, at 3:26 PM, Kathy AhSam <[REDACTED]> wrote:

Aloha [REDACTED]

Thank you for your consideration of the Holiday Inn Express Waikiki!

We are delighted to offer the following:

<image002.jpg><image010.jpg><image011.jpg>

Category	Rooms	*Rate	Resort fee	Dates	Taxes	Valid
City View	10 - 15	\$169.00	\$15.00	1/29/20 – 2/2/20	14.962%	December 12, 2019

**Rate and conditions:**

- Group rates are based on 10 or more rooms
- Rates are net, non-commissionable and based on Single/Double occupancy
- Rates and space will be based upon availability after the valid date and room block will be held with issuance of group contract
- Taxes computed separately: State Tax 4.712%, Transient Accommodation tax 10.25% (*subject to change*)

**Resort (service/amenity) fee:** A mandatory discounted daily fee of \$15.00 + 14.962% tax (standard rate \$25.00) per room

**HIEX Standard:** Complimentary full American hot breakfast buffet, 6:30 a-9:30 a

**Amenities:** Guests may enjoy access to the recreational deck and use of:

- Pool side cabanas
- Pool & whirlpool
- 9-hole mini putting green
- Giant chess game, shuffleboard, foosball table, table tennis
- 8 am weekday yoga classes
- 24 hour fitness center
- Game room access with TV's and Wii consoles
- Complimentary W-Fi
- Sun Screen at pool deck
- Daily local paper

**Ancillary services:**

- Business center (2 terminals, 1 printer)
- Filtered water fountain in the lobby
- 24-hour sundry "Market" store is located adjacent to the front desk
- Coin operated washers & dryers (credit cards accepted)
- Self-parking \$35.00 + tax daily per car

Thank you again for your consideration and please feel free to contact me should you have any questions.

Mahalo!  
Kathy

<image012.jpg>Kathy Ahsam – Senior Sales Manager  
Holiday Inn Express Waikīkī - 2058 Kūhiō Ave, Honolulu, HI 96815

 | web: [www.hiexwaikiki.com](http://www.hiexwaikiki.com)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

<2019 HIEX Fact Sheet.pdf>



**From:** Denise Antolini [REDACTED]  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 29, 2019 at 16:43  
**To:** Loretta Reinersmann [REDACTED]  
**Cc:** [REDACTED] de Windt, Claudia [REDACTED] C. Scott Fulton [REDACTED]

Hi Loretta,  
Thanks so much for helping on this process.  
Just jumping in to streamline, if I can since I just spoke to Holiday Inn on Friday.  
Our (very nice) contact at Holiday Inn is Kathy AhSam.  
Her phone numbers and email are below.  
1. If you can call her Monday morning (Hawaii time) with credit card, that should be the fastest way to pay.  
2. Kathy told me to send you the contract that I signed - attached - so you can sign and return to her - please copy me and May on the return.  
Thank you!  
Best,  
Denise



**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**  
[REDACTED]  
|WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

On Sun, Dec 29, 2019 at 2:09 PM Loretta Reinersmann <[REDACTED]> wrote:

Thank you Denise!

[REDACTED] please let me know the best method to make payment. I can process either a credit card payment or a wire payment on Monday December 30. I am working remotely and can be reached at 301-801-4149. If you receive my voice mail, please leave a message including the best return number. I will respond promptly.

Thank you,

--Loretta



Loretta S. Reinersmann, CPA  
Vice President, Finance & Administration

**THE ENVIRONMENTAL LAW INSTITUTE**

1730 M Street NW, Suite 700; Washington DC 20036  
[REDACTED]  
[REDACTED]

*Please consider the environment before printing this e-mail*



---

**From:** Denise Antolini <[REDACTED]>  
**Sent:** Friday, December 27, 2019 8:15 PM  
**To:** Loretta Reinersmann <[REDACTED]>  
**Cc:** [REDACTED] de Windt, Claudia <[REDACTED]>  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

**External Email - If suspicious, please contact [REDACTED]**

Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate. I'll keep you posted as those are confirmed.

Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

Other Costs

Either [redacted] or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) [redacted]

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	<b>ELI pays via Contract</b>	<b>Booking Code- ELI Pays Later</b>	
Lorenzetti			

(flights paid for by the Court) (hotel paid for by ELI)	29-30-31-1 (4)		TOTAL 860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huihui			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860
Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645
Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini <[REDACTED]>  
Date: Fri, Dec 27, 2019 at 2:59 PM  
Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20  
To: Kathy AhSam <[REDACTED]>  
Cc: [REDACTED] <[REDACTED]@hawaii.edu>, Stephanie Yee <[REDACTED]>

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!

[REDACTED] and I greatly appreciate your patience and flexibility on the room bookings.

I have attached the signed and modified Letter of Agreement to confirm the 6 rooms for the 4 nights indicated.

At your earliest convenience, please send the Contract (6 rooms, 4 nights) to:

**Environmental Law Institute**  
**Attention: Loretta Reinersmann**

[REDACTED]  
Please cc me and [REDACTED] - thank you.

I will confirm separately with Loretta that we need the Contract to be signed and the 6 rooms paid by ELI on **Monday December 30**.

ELI is in Washington, D.C., FYI.

In addition, as I mentioned, we greatly appreciate your offering us the same room rate for later individual booking for our Symposium attendees in the next week or so.

We currently have 5 people who we hope will confirm and be paid for by ELI/Loretta next week, and then another 5 to confirm and be paid for by others next week. So, 10 more rooms, we hope.

I hope the rest of your holiday season is fun and restful.

I included my cell phone in case you have Qs, don't hesitate to call me, anytime.

Mahalo nui!

Denise Antolini  
Associate Dean for Academic Affairs  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
(808) [REDACTED]

On Mon, Dec 23, 2019 at 2:38 PM Kathy AhSam <[REDACTED]> wrote:

Aloha [REDACTED]

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Bed Type and Authorized Signature**.

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.

<https://www.esa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

MAHALO!



KATHY AHSAM – SENIOR SALES MANAGER  
HOLIDAY INN EXPRESS WAIKIKI - 2058 KŪHIŌ AVE, HONOLULU, HI 96815

[REDACTED]

[REDACTED]

WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information.  
Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Thursday, December 12, 2019 12:08 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you for following up. Yes we are still very much so committed to finalizing this process.

Group Name: GJIE

Contact: Denise Antolini (and assistant [REDACTED])

Address: 2515 Dole St Honolulu HI 96822

Email: [REDACTED]

Phone number: [REDACTED]

Bed type: King

Please let me know if there is any more information needed.

Mahalo,  
[REDACTED]

On Thu, Dec 12, 2019, 12:03 PM Kathy AhSam <[REDACTED]> wrote:

Aloha [REDACTED]

Just following up with you to see if you received my email below.

Please let us know if you still want us to send you a contract for the group.

MAHALO!



KATHY AHSAM – SENIOR SALES MANAGER

HOLIDAY INN EXPRESS WAIKIKI - 2058 KOHIO AVE, HONOLULU, HI 96815



WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information.  
Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

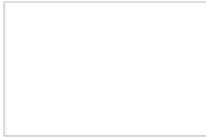
**From:** Kathy AhSam  
**Sent:** Wednesday, December 11, 2019 8:28 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; 'Denise Antolini'  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

We will be working on your contract today and I have a few questions before we proceed:

- Group Name
- Contact Person
- Address
- Email
- Phone Number
- Bed Type Request (King, Double, Queen)

Mahalo and have a great day!



**KATHY AHSAM – SENIOR SALES MANAGER**  
HOLIDAY INN EXPRESS WAIKIKI - 2058 KOHIO AVE, HONOLULU, HI 96815  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** Kathy AhSam  
**Sent:** Monday, December 09, 2019 8:23 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

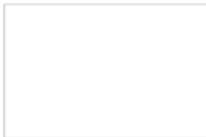
Great news, we look forward to having the group stay with us!

We will send you a contract with the rate terms and conditions for your approval and signature.

Please see below in **red** for the answers to your questions.

Should you have any other questions or concerns please feel free to call or email me.

MAHALO!



**KATHY AHSAM – SENIOR SALES MANAGER**  
HOLIDAY INN EXPRESS WAIKIKI - 2058 KOHIO AVE, HONOLULU, HI 96815  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** [REDACTED]  
**Sent:** Saturday, December 07, 2019 1:59 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you so much for preparing this for us! After speaking with the team we have decided that Holiday Inn Express Waikiki checks off all of our criteria for a great price!

We are interested in proceeding, but I had a few questions I was hoping you can help me with:

- 1 - is the a required deposit deposit? If so, how much is it, is it refundable, when is it due by? **A deposit is not required, however full payment is due 30 days prior to arrival**
- 2 - will you take a payment over the phone? **If payment is by credit card we will send you a credit card authorization form**
- 3 - when is the balance due? **30 days**
- 4 - what if all rooms are not booked in the end? is there a percent we are liable for? **You have 30 days to arrival to release the rooms without penalty**

We are interested in finalizing this by Monday.

Thank you,

[REDACTED]  
J.D. Candidate, Class of 2020  
William S. Richardson School of Law  
University of Hawaii at Manoa  
[REDACTED]

On Dec 5, 2019, at 3:26 PM, Kathy AhSam [REDACTED] > wrote:

Aloha [REDACTED]

Thank you for your consideration of the Holiday Inn Express Waikiki!

We are delighted to offer the following:

<image002.jpg><image010.jpg><image011.jpg>

Category	Rooms	*Rate	Resort fee	Dates	Taxes	Valid
City View	10 - 15	\$169.00	\$15.00	1/29/20 – 2/2/20	14.962%	December 12, 2019

**\*Rate and conditions:**

- Group rates are based on 10 or more rooms
- Rates are net, non-commissionable and based on Single/Double occupancy
- Rates and space will be based upon availability after the valid date and room block will be held with issuance of group contract
- Taxes computed separately: State Tax 4.712%, Transient Accommodation tax 10.25% (**subject to change**)

**Resort (service/amenity) fee:** A mandatory discounted daily fee of \$15.00 + 14.962% tax (standard rate \$25.00) per room

**HIEX Standard:** Complimentary full American hot breakfast buffet, 6:30 a-9:30 a

**Amenities:** Guests may enjoy access to the recreational deck and use of:

- Pool side cabanas
- Pool & whirlpool
- 9-hole mini putting green
- Giant chess game, shuffleboard, foosball table, table tennis
- 8 am weekday yoga classes
- 24 hour fitness center
- Game room access with TV's and Wii consoles
- Complimentary W-Fi
- Sun Screen at pool deck
- Daily local paper

**Ancillary services:**

- Business center (2 terminals, 1 printer)
- Filtered water fountain in the lobby
- 24-hour sundry "Market" store is located adjacent to the front desk
- Coin operated washers & dryers (credit cards accepted)
- Self-parking \$35.00 + tax daily per car

Thank you again for your consideration and please feel free to contact me should you have any questions.

Mahalo!

Kathy

<image012.jpg>Kathy Ahsam – Senior Sales Manager

Holiday Inn Express Waikiki - 2058 Kūhiō Ave, Honolulu, HI 96815

[REDACTED]

[REDACTED] | web: [www.hiexwaikiki.com](http://www.hiexwaikiki.com)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

<2019 HIEX Fact Sheet.pdf>



**2GS Holiday Inn Letter for Rooms  
- revised - signed by Antolini.pdf**







**From:** Loretta Reinersmann [REDACTED]  
**Subject:** RE: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 29, 2019 at 14:09  
**To:** Denise Antolini [REDACTED]  
**Cc:** [REDACTED] hawaii.edu, de Windt, Claudia [REDACTED], C. Scott Fulton [REDACTED]

Thank you Denise!

Ms. [REDACTED] – please let me know the best method to make payment. I can process either a credit card payment or a wire payment on Monday December 30. I am working remotely and can be reached at [REDACTED]. If you receive my voice mail, please leave a message including the best return number. I will respond promptly.

Thank you,

--Loretta



Loretta S. Reinersmann, CPA  
Vice President, Finance & Administration

**THE ENVIRONMENTAL LAW INSTITUTE**  
1730 M Street NW, Suite 700; Washington DC 20036  
[REDACTED]

*Please consider the environment before printing this e-mail*



---

**From:** Denise Antolini <[REDACTED]>  
**Sent:** Friday, December 27, 2019 8:15 PM  
**To:** Loretta Reinersmann <reinersmann@eli.org>  
**Cc:** [REDACTED] <[REDACTED] hawaii.edu>; de Windt, Claudia <[REDACTED]>  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

**External Email - If suspicious, please contact [REDACTED]**

Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

#### Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate. I'll keep you posted as those are confirmed.

#### Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

#### Other Costs

Either [REDACTED] or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) [REDACTED].

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	ELI pays via Contract	Booking Code- ELI Pays Later	
Lorenzetti (flights paid for by the Court) (hotel paid for by ELI)	29-30-31-1 (4)		TOTAL 860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huihui			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860
Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645
Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King [REDACTED]			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini <[REDACTED]>

Date: Fri, Dec 27, 2019 at 2:59 PM

Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

To: Kathy AhSam <[REDACTED]>

Cc: [REDACTED] <[REDACTED]@hawaii.edu>, Stephanie Yee <[REDACTED]>

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!

█ and I greatly appreciate your patience and flexibility on the room bookings.

I have attached the signed and modified Letter of Agreement to confirm the 6 rooms for the 4 nights indicated.

At your earliest convenience, please send the Contract (6 rooms, 4 nights) to:

**Environmental Law Institute**  
**Attention: Loretta Reinersmann**

█  
Please cc me and █ - thank you.

I will confirm separately with Loretta that we need the Contract to be signed and the 6 rooms paid by ELI on **Monday December 30**.  
ELI is in Washington, D.C., FYI.

In addition, as I mentioned, we greatly appreciate your offering us the same room rate for later individual booking for our Symposium attendees in the next week or so.

We currently have 5 people who we hope will confirm and be paid for by ELI/Loretta next week, and then another 5 to confirm and be paid for by others next week. So, 10 more rooms, we hope.

I hope the rest of your holiday season is fun and restful.

I included my cell phone in case you have Qs, don't hesitate to call me, anytime.

Mahalo nui!

Denise Antolini  
Associate Dean for Academic Affairs  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
(808) █

On Mon, Dec 23, 2019 at 2:38 PM Kathy AhSam <█> wrote:

Aloha █

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Bed Type and Authorized Signature**.

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.

<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

MAHALO!



KATHY AHSAM – SENIOR SALES MANAGER  
HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815  
█ █ █

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** [redacted] [mailto:[redacted]]  
**Sent:** Thursday, December 12, 2019 12:08 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you for following up. Yes we are still very much so committed to finalizing this process.

Group Name: GJIE  
Contact: Denise Antolini (and assistant [redacted])  
Address: 2515 Dole St Honolulu HI 96822  
Email: [redacted] and [redacted]  
Phone number: [redacted]  
Bed type: King

Please let me know if there is any more information needed.

Mahalo,  
[redacted]

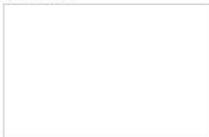
On Thu, Dec 12, 2019, 12:03 PM Kathy AhSam <[redacted]> wrote:

Aloha [redacted]

Just following up with you to see if you received my email below.

Please let us know if you still want us to send you a contract for the group.

**MAHALO!**



**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ – 2058 KŪHIŌ AVE, HONOLULU, HI 96815**  
[redacted]  
WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

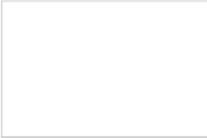
**From:** Kathy AhSam  
**Sent:** Wednesday, December 11, 2019 8:28 AM  
**To:** [redacted]  
**Cc:** Stephanie Yee; 'Denise Antolini'  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [redacted]

We will be working on your contract today and I have a few questions before we proceed:

- Group Name
- Contact Person
- Address
- Email
- Phone Number
- Bed Type Request (King, Double, Queen)

Mahalo and have a great day!



**KATHY AHSAM** – SENIOR SALES MANAGER  
**HOLIDAY INN EXPRESS WAIKĪKĪ** – 2058 KŪHIŌ AVE, HONOLULU, HI 96815  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** Kathy AhSam  
**Sent:** Monday, December 09, 2019 8:23 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

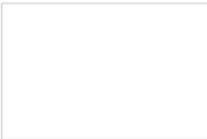
Great news, we look forward to having the group stay with us!

We will send you a contract with the rate terms and conditions for your approval and signature.

Please see below in **red** for the answers to your questions.

Should you have any other questions or concerns please feel free to call or email me.

**MAHALO!**



**KATHY AHSAM** – SENIOR SALES MANAGER  
**HOLIDAY INN EXPRESS WAIKĪKĪ** – 2058 KŪHIŌ AVE, HONOLULU, HI 96815  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** [REDACTED] [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
**Sent:** Saturday, December 07, 2019 1:59 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you so much for preparing this for us! After speaking with the team we have decided that Holiday Inn Express Waikiki checks off all of our criteria for a great price!

We are interested in proceeding, but I had a few questions I was hoping you can help me with:

- 1 - is the a required deposit deposit? If so, how much is it, is it refundable, when is it due by? **A deposit is not required, however full payment is due 30 days prior to arrival**
- 2 - will you take a payment over the phone? **If payment is by credit card we will send you a credit card authorization form**
- 3 - when is the balance due? **30 days**
- 4 - what if all rooms are not booked in the end? is there a percent we are liable for? **You have 30 days to arrival to release the rooms without penalty**

We are interested in finalizing this by Monday.

Thank you,

[REDACTED]  
J.D. Candidate, Class of [REDACTED]  
William S. Richardson School of Law  
University of Hawai'i at Mānoa

On Dec 5, 2019, at 3:26 PM, Kathy AhSam wrote:

Aloha

Thank you for your consideration of the Holiday Inn Express Waikiki!

We are delighted to offer the following:

<image002.jpg><image010.jpg><image011.jpg>

Category	Rooms	*Rate	Resort fee	Dates	Taxes	Valid
City View	10 - 15	\$169.00	\$15.00	1/29/20 – 2/2/20	14.962%	December 12, 2019

**\*Rate and conditions:**

- Group rates are based on 10 or more rooms
- Rates are net, non-commissionable and based on Single/Double occupancy
- Rates and space will be based upon availability after the valid date and room block will be held with issuance of group contract
- Taxes computed separately: State Tax 4.712%, Transient Accommodation tax 10.25% (*subject to change*)

**Resort (service/amenity) fee:** A mandatory discounted daily fee of \$15.00 + 14.962% tax (standard rate \$25.00) per room

**HIEX Standard:** Complimentary full American hot breakfast buffet, 6:30 a-9:30 a

**Amenities:** Guests may enjoy access to the recreational deck and use of:

- Pool side cabanas
- Pool & whirlpool
- 9-hole mini putting green
- Giant chess game, shuffleboard, foosball table, table tennis
- 8 am weekday yoga classes
- 24 hour fitness center
- Game room access with TV's and Wii consoles
- Complimentary W-Fi
- Sun Screen at pool deck
- Daily local paper

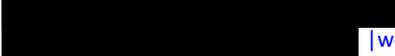
**Ancillary services:**

- Business center (2 terminals, 1 printer)
- Filtered water fountain in the lobby
- 24-hour sundry "Market" store is located adjacent to the front desk
- Coin operated washers & dryers (credit cards accepted)
- Self-parking \$35.00 + tax daily per car

Thank you again for your consideration and please feel free to contact me should you have any questions.

Mahalo!  
Kathy

<image012.jpg> **Kathy Ahsam** – Senior Sales Manager  
**Holiday Inn Express Waikīkī** - 2058 Kūhiō Ave, Honolulu, HI 96815

 | web: [www.hiexwaikiki.com](http://www.hiexwaikiki.com)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

<2019 HIEX Fact Sheet.pdf>

**From:** Denise Antolini [REDACTED]  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 29, 2019 at 13:00  
**To:** C. Scott Fulton [REDACTED]  
**Cc:** Claudia de Windt [REDACTED]

---

Aloha Scott,

Thanks for the note and question. Well received.

Appreciate that Loretta can jump on this Monday!

Yes, we are working on (and close to confirming) several other sources of support - some \$ and many in-kind:

1. David Levin Livingston law firm - this is the Hawaii firm that supported the DC Symposium, I'll be following up with them tomorrow once I have the Programme revised (today). I asked them to match your contribution. If we get it, or even half, that will put us in good shape. Right now, we are not paying any air fare for anyone to stay within budget.
2. UH - Chip Fletcher is working hard to get Sir David King's trip paid for either 1st Class or Business class (which we cannot do, of course) - and honorarium for side lectures/meetings. He has leads/conversations going with his Dean, Sea Grant, and UH Foundation. Chip has some very good leads and we've been working it for the past week but folks are out on vacation, so it's not confirmed. If this works, we may not have to pay for Sir David at all, or only minimal lodging (the max we are providing others - though he is likely to stay somewhere else, it seems).
3. Supreme Court is providing free venue for Friday - and of course Mike's Judicial Assistant (Dawn Nekoba) and CJ's Special Assistant (DaylinRose Heather) have been critically helpful.
4. Law School is providing free venue for Saturday - plus Law School is providing my time, my staff support [REDACTED] my research assistant), and will help with all logistics.
5. Social - Mike is contributing his beachouse (party on Sunday)
6. [REDACTED] is hosting an evening party at her beautiful condo overlooking Waikiki beach (this will likely be Friday night - instead of the boat ride). This saves us a ton - we have done several VIP events here - just have to pay food and valet. It's a spectacular view for sunset, regatta, fireworks.
7. We are not (yet) paying any air fares ... that's a huge savings to us. WCEL is paying for Antonio and Emmanuel. The others are self-paid or funded by others.
8. And Claudia's time helping with essentials and co-organizing! :-)

So, as usual "always in partnership" - and even though these are in-kind, it is very real (and big) savings given how much it would cost if we paid for all this kind of support.

Re ClientEarth, they are not sponsoring the Chinese delegation - Dmitri has been vital to securing the participation of the Chinese judges. At this point, ClientEarth is not listed in the Programme anywhere, but we will acknowledge his help verbally. Is that OK? I wasn't aware of the sensitivities, sorry, please do fill me in when appropriate.

The participation is really great now re speakers - except for the Chief Justices side of the ledger - we have only Paul Reiber for now, maybe Hecht stopping by on Sat (not yet confirmed), and Mike's job is to keep recruiting the CCJs we have targeted with targeted letters and phone calls.

I think we can ask our CJ to send out the revised Programme next week as well, but it's going to be "thin" on the CCJ side, though we still have some time....

Many thanks Scott!

Best,

Denise

On Sun, Dec 29, 2019 at 9:51 AM C. Scott Fulton [REDACTED] wrote:

Hi Denise — Loretta will be getting back to you to get the payment made. A couple of points of interest for me. Are any of the other sponsors contributing to the event financially? I may get asked by my board, so it would be good to know. We will make good on our commitment in any case. Also, I see Dimitri DeBoer on the list. Will Client Earth be shown as a sponsor? I'm kind of hoping not, given their advocacy profile. There may be some issues for us if we are seen as financing an event that serves as a platform for Client Earth. Can you verify? Thanks, Scott

Scott Fulton  
President  
Environmental Law Institute (ELI)  
[www.eli.org](http://www.eli.org)

On Dec 29, 2019, at 11:01 AM, Loretta Reinersmann [REDACTED] > wrote:

Scott,

If you are good with this, I can figure out how to make payment on Monday (tomorrow). Let me know asap.

Thanks

--Loretta

---

**From:** Denise Antolini [REDACTED]  
**Sent:** Friday, December 27, 2019 8:15 PM  
**To:** Loretta Reinersmann [REDACTED]  
**Cc:** [REDACTED] <[REDACTED]@hawaii.edu>; de Windt, Claudia [REDACTED]  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

### Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate.

I'll keep you posted as those are confirmed.

### Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

Other Costs

Either [REDACTED] or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) [REDACTED].

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	ELI pays via Contract	Booking Code- ELI Pays Later	
Lorenzetti (flights paid for by the Court)			TOTAL

(hotel paid for by ELI)	29-30-31-1 (4)		860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huihui			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860
Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645
Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini <[REDACTED]>  
Date: Fri, Dec 27, 2019 at 2:59 PM  
Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20  
To: Kathy AhSam <[REDACTED]>  
Cc: [REDACTED] <[REDACTED]@hawaii.edu>, Stephanie Yee <[REDACTED]>

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!



Denise Antolini  
Associate Dean for Academic Affairs  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
(808) [REDACTED]

On Mon, Dec 23, 2019 at 2:38 PM Kathy AhSam [REDACTED] wrote:

Aloha [REDACTED]

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Bed Type and Authorized Signature.**

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.

<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

MAHALO!



**From:** C. Scott Fulton [REDACTED]  
**Subject:** Re: Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 29, 2019 at 09:51  
**To:** Denise Antolini [REDACTED]  
**Cc:** Claudia de Windt [REDACTED]

Hi Denise — Loretta will be getting back to you to get the payment made. A couple of points of interest for me. Are any of the other sponsors contributing to the event financially? I may get asked by my board, so it would be good to know. We will make good on our commitment in any case. Also, I see Dimitri DeBoer on the list. Will Client Earth be shown as a sponsor? I'm kind of hoping not, given their advocacy profile. There may be some issues for us if we are seen as financing an event that serves as a platform for Client Earth. Can you verify? Thanks, Scott

Scott Fulton  
President  
Environmental Law Institute (ELI)  
www.eli.org

On Dec 29, 2019, at 11:01 AM, Loretta Reinersmann [REDACTED] wrote:

Scott,

If you are good with this, I can figure out how to make payment on Monday (tomorrow). Let me know asap.

Thanks

--Loretta

---

**From:** Denise Antolini [REDACTED]  
**Sent:** Friday, December 27, 2019 8:15 PM  
**To:** Loretta Reinersmann [REDACTED]  
**Cc:** [REDACTED] <[REDACTED]@hawaii.edu>; de Windt, Claudia [REDACTED]  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki

External Email - If suspicious, please contact [REDACTED]

Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

#### Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate. I'll keep you posted as those are confirmed.

#### Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

#### Other Costs

Either [REDACTED] or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) [REDACTED].

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	ELI pays via Contract	Booking Code- ELI Pays Later	
Lorenzetti (flights paid for by the Court) (hotel paid for by ELI)	29-30-31-1 (4)		TOTAL 860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huihui			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860
Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645
Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King [REDACTED]			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini [REDACTED] >  
 Date: Fri, Dec 27, 2019 at 2:59 PM  
 Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20  
 To: Kathy AhSam [REDACTED] >  
 Cc: [REDACTED] <[REDACTED]@hawaii.edu>, Stephanie Yee <[REDACTED]>

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!

[REDACTED] and I greatly appreciate your patience and flexibility on the room bookings.

I have attached the signed and modified Letter of Agreement to confirm the 6 rooms for the 4 nights indicated.

At your earliest convenience, please send the Contract (6 rooms, 4 nights) to:

**Environmental Law Institute**  
**Attention: Loretta Reinersmann**

Please cc me and [REDACTED] - thank you.

I will confirm separately with Loretta that we need the Contract to be signed and the 6 rooms paid by ELI on **Monday December 30**.  
ELI is in Washington, D.C., FYI.

In addition, as I mentioned, we greatly appreciate your offering us the same room rate for later individual booking for our Symposium attendees in the next week or so.

We currently have 5 people who we hope will confirm and be paid for by ELI/Loretta next week, and then another 5 to confirm and be paid for by others next week. So, 10 more rooms, we hope.

I hope the rest of your holiday season is fun and restful.

I included my cell phone in case you have Qs, don't hesitate to call me, anytime.

Mahalo nui!

Denise Antolini  
Associate Dean for Academic Affairs  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
(808) [REDACTED]

On Mon, Dec 23, 2019 at 2:38 PM Kathy Ahsam [REDACTED] > wrote:

Aloha [REDACTED]

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Bed Type and Authorized Signature**.

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.

<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

**MAHALO!**



AN IHG® HOTEL

**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**



<http://www.hihawaii.com>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Thursday, December 12, 2019 12:08 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you for following up. Yes we are still very much so committed to finalizing this process.

Group Name: GJIE  
Contact: Denise Antolini (and assistant [REDACTED])  
Address: 2515 Dole St Honolulu HI 96822  
Email: [REDACTED] (and [REDACTED])  
Phone number [REDACTED]  
Bed type: King

Please let me know if there is any more information needed.

Mahalo,  
[REDACTED]

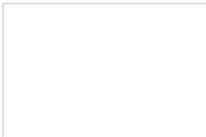
On Thu, Dec 12, 2019, 12:03 PM Kathy AhSam <[REDACTED]> wrote:

Aloha [REDACTED]

Just following up with you to see if you received my email below.

Please let us know if you still want us to send you a contract for the group.

**MAHALO!**



**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**  
[REDACTED]  
[REDACTED] | WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** Kathy AhSam  
**Sent:** Wednesday, December 11, 2019 8:28 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; 'Denise Antolini'  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

We will be working on your contract today and I have a few questions before we proceed:

- Group Name
- Contact Person
- Address
- Email
- Phone Number
- Bed Type Request (King, Double, Queen)

Mahalo and have a great day!



**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** Kathy AhSam  
**Sent:** Monday, December 09, 2019 8:23 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED]

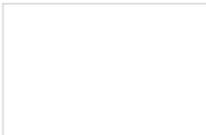
Great news, we look forward to having the group stay with us!

We will send you a contract with the rate terms and conditions for your approval and signature.

Please see below in **red** for the answers to your questions.

Should you have any other questions or concerns please feel free to call or email me.

**MAHALO!**



**KATHY AHSAM – SENIOR SALES MANAGER**  
**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**  
[REDACTED]  
[REDACTED] WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** [REDACTED] [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
**Sent:** Saturday, December 07, 2019 1:59 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you so much for preparing this for us! After speaking with the team we have decided that Holiday Inn Express Waikiki checks off all of our criteria for a great price!

We are interested in proceeding, but I had a few questions I was hoping you can help me with:

- 1 - is the a required deposit deposit? If so, how much is it, is it refundable, when is it due by? **A deposit is not required, however full payment is due 30 days prior to arrival**
- 2 - will you take a payment over the phone? **If payment is by credit card we will send you a credit card authorization form**
- 3 - when is the balance due? **30 days**
- 4 - what if all rooms are not booked in the end? is there a percent we are liable for? **You have 30 days to arrival to release the rooms without penalty**

We are interested in finalizing this by Monday.

Thank you,

[REDACTED]  
J.D. Candidate, Class of [REDACTED]  
William S. Richardson School of Law  
University of Hawai'i at Mānoa  
[REDACTED]

On Dec 5, 2019, at 3:26 PM, Kathy AhSam [REDACTED] wrote:

Aloha [REDACTED]

Thank you for your consideration of the Holiday Inn Express Waikiki!

We are delighted to offer the following:

<image002.jpg><image010.jpg><image011.jpg>

Category	Rooms	*Rate	Resort fee	Dates	Taxes	Valid
City View	10 - 15	\$169.00	\$15.00	1/29/20 – 2/2/20	14.962%	December 12, 2019

**\*Rate and conditions:**

- Group rates are based on 10 or more rooms
- Rates are net, non-commissionable and based on Single/Double occupancy
- Rates and space will be based upon availability after the valid date and room block will be held with issuance of group contract
- Taxes computed separately: State Tax 4.712%, Transient Accommodation tax 10.25% (*subject to change*)

**Resort (service/amenity) fee:** A mandatory discounted daily fee of \$15.00 + 14.962% tax (standard rate \$25.00) per room

**HIEX Standard:** Complimentary full American hot breakfast buffet, 6:30 a-9:30 a

**Amenities:** Guests may enjoy access to the recreational deck and use of:

- Pool side cabanas
- Pool & whirlpool
- 9-hole mini putting green
- Giant chess game, shuffleboard, foosball table, table tennis
- 8 am weekday yoga classes
- 24 hour fitness center
- Game room access with TV's and Wii consoles
- Complimentary W-Fi
- Sun Screen at pool deck
- Daily local paper

**Ancillary services:**

- Business center (2 terminals, 1 printer)
- Filtered water fountain in the lobby
- 24-hour sundry "Market" store is located adjacent to the front desk
- Coin operated washers & dryers (credit cards accepted)
- Self-parking \$35.00 + tax daily per car

Thank you again for your consideration and please feel free to contact me should you have any questions.

Mahalo!

Kathy

<image012.jpg> **Kathy Ahsam** – Senior Sales Manager

**Holiday Inn Express Waikīkī** - 2058 Kūhiō Ave, Honolulu, HI 96815

[REDACTED]

[REDACTED]

|web: [www.hiexwaikiki.com](http://www.hiexwaikiki.com)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

<2019 HIEX Fact Sheet.pdf>

**2GS Holiday Inn Letter for  
Rooms2 - Antolini.pdf**





**From:** Denise Antolini [REDACTED]  
**Subject:** Contract To Sign and Pay on Monday 30 Dec for Holiday Inn Express Waikiki  
**Date:** December 27, 2019 at 15:15  
**To:** [REDACTED]  
**Cc:** [REDACTED] hawaii.edu, de Windt, Claudia [REDACTED]



Hi Loretta,

Thank you for all of your help with our upcoming Second Global Symposium in Hawaii and the hotel contract/payment!

Hotel

After pulling together all of the loose ends, and being very mindful of your guidance not to book if we don't yet have confirmations, I can confirm that we have trimmed down the initial "confirmed" bookings to **6 rooms for 4 nights**.

See below the message I sent today to Holiday Inn's Kathy AhSam. She will be emailing you a contract that must be paid this **Monday December 30**.

I also believe we will then have **5 more rooms** for ELI to pay next week (or so) at the same offered rate. I'll keep you posted as those are confirmed.

Budget

The total anticipated budget for hotels to be paid by ELI currently stands at \$9030 (\$5160 under the Contract + \$3870 for the future bookings).

We therefore have \$15,000 "left" in the ELI budget - which we will need for food for the two days and if we pay for lodging for the Chief Justices to come extra two nights in advance.

See chart below.

Other Costs

Either [REDACTED] or I will also update you on food vendors. Do you have a preferred way of handling the food or other misc (materials) charges?

Thank you again very much to you - and Scott - for all your support!

If you have any questions about signing the Contract on Monday Dec 30, please call my cell (808) [REDACTED]

Time difference from DC to Hawaii is -5 hours.

Happy continuing Holidays!

Best,

Denise

	ELI pays via Contract	Booking Code-ELI Pays Later	
Lorenzetti (flights paid for by the Court) (hotel paid for by ELI)	29-30-31-1 (4)		TOTAL 860
Claudia de Windt	29-30-31-1 (4)		860
Sheila Abed	29-30-31-1 (4)		860
Scott Fulton	29-30-31-1 (4)		860
Christina Voigt	29-30-31-1 (4)		860
Ugirashebuja	29-30-31-1 (4)		860
Mary-Kay Lynch			0
Kathie Stein			0
Antonio Benjamin			0
Andy Rain			0
Wang Xuguang			0
Judge Huihui			0
Dmitri DeBoer			0
Interpreter			0
<b>Subtotal</b>			<b>5160</b>
<b>PENDING</b>			
Christian Samper - CdW		29-30-31-1 (4)	860
Alfredo Gutierrez Ortiz-Mena - CdW		29-30-31-1 (4)	860
Luis Tolosa -CdW		29-30-31-1 (4)	860
Anne Aiken - MW		30-31-1 - ?	645

Joe Cardoza - Maui - MW		30-31-1 (3)	645
John Cruden			
Irum Ashan - ADB		?	
Sir David King			0
<b>Subtotal</b>			<b>3870</b>

----- Forwarded message -----

From: Denise Antolini [redacted]  
 Date: Fri, Dec 27, 2019 at 2:59 PM  
 Subject: Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20  
 To: Kathy AhSam [redacted]  
 Cc: [redacted] <[redacted]@hawaii.edu>, Stephanie Yee [redacted]

Aloha Kathy, and Stephanie,

Very nice to speak with you today Kathy!

[redacted] and I greatly appreciate your patience and flexibility on the room bookings.

I have attached the signed and modified Letter of Agreement to confirm the 6 rooms for the 4 nights indicated.

At your earliest convenience, please send the Contract (6 rooms, 4 nights) to:

**Environmental Law Institute**  
**Attention: Loretta Reinersmann**

[redacted]  
 Please cc me and May - thank you.

I will confirm separately with Loretta that we need the Contract to be signed and the 6 rooms paid by ELI on **Monday December 30**. ELI is in Washington, D.C., FYI.

In addition, as I mentioned, we greatly appreciate your offering us the same room rate for later individual booking for our Symposium attendees in the next week or so.

We currently have 5 people who we hope will confirm and be paid for by ELI/Loretta next week, and then another 5 to confirm and be paid for by others next week. So, 10 more rooms, we hope.

I hope the rest of your holiday season is fun and restful.

I included my cell phone in case you have Qs, don't hesitate to call me, anytime.

Mahalo nui!

Denise Antolini  
 Associate Dean for Academic Affairs  
 William S. Richardson School of Law  
 University of Hawai'i at Mānoa  
 (808) [redacted]

On Mon, Dec 23, 2019 at 2:38 PM Kathy AhSam [redacted] > wrote:

Aloha [redacted]

Hope you are enjoying the "Holiday Season"!

Please see the attached revised contract; **Bed Type and Authorized Signature**.

Regarding the taxes, Hawaii is not a tax exempt state. The taxes are applicable to the room charge.

Explaining the taxes can be very complex so I have attached a link with information on the tax laws in Hawaii.

<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards#/state/hawaii>

We look forward to receiving the signed contract no later than December 26<sup>th</sup>.

Wishing you a very Merry Christmas and Happy New Year!

MAHALO!



KATHY AHSAM – SENIOR SALES MANAGER

HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815

[REDACTED]

[REDACTED]

WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Thursday, December 12, 2019 12:08 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you for following up. Yes we are still very much so committed to finalizing this process.

Group Name: GJIE

Contact: Denise Antolini (and assistant [REDACTED])

Address: 2515 Dole St Honolulu HI 96822

Email: [REDACTED] and [REDACTED]

Phone number: [REDACTED]

Bed type: King

Please let me know if there is any more information needed.

Mahalo,  
[REDACTED]

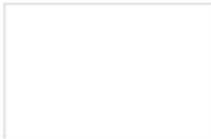
On Thu, Dec 12, 2019, 12:03 PM Kathy AhSam <[REDACTED]> wrote:

Aloha May,

Just following up with you to see if you received my email below.

Please let us know if you still want us to send you a contract for the group.

MAHALO!



KATHY AHSAM – SENIOR SALES MANAGER

HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815

[REDACTED]

[REDACTED]

WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

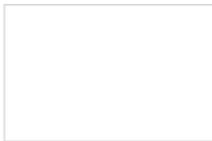
**From:** Kathy AhSam  
**Sent:** Wednesday, December 11, 2019 8:28 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; 'Denise Antolini'  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED],

We will be working on your contract today and I have a few questions before we proceed:

- Group Name
- Contact Person
- Address
- Email
- Phone Number
- Bed Type Request (King, Double, Queen)

Mahalo and have a great day!



**KATHY AHSAM** – SENIOR SALES MANAGER

**HOLIDAY INN EXPRESS WAIKĪKĪ** - 2058 KŪHIŌ AVE, HONOLULU, HI 96815



WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** Kathy AhSam  
**Sent:** Monday, December 09, 2019 8:23 AM  
**To:** [REDACTED]  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** RE: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha [REDACTED],

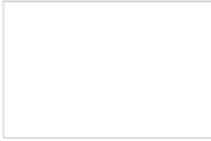
Great news, we look forward to having the group stay with us!

We will send you a contract with the rate terms and conditions for your approval and signature.

Please see below in **red** for the answers to your questions.

Should you have any other questions or concerns please feel free to call or email me.

**MAHALO!**



**KATHY AHSAM – SENIOR SALES MANAGER**

**HOLIDAY INN EXPRESS WAIKĪKĪ - 2058 KŪHIŌ AVE, HONOLULU, HI 96815**



WEB: [WWW.HIEXWAIKIKI.COM](http://WWW.HIEXWAIKIKI.COM)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

**From:** [redacted] [mailto:[redacted]]  
**Sent:** Saturday, December 07, 2019 1:59 PM  
**To:** Kathy AhSam  
**Cc:** Stephanie Yee; Denise Antolini  
**Subject:** Re: Holiday Inn Express Waikiki - 01/29/20 - 02/02/20

Aloha Kathy,

Thank you so much for preparing this for us! After speaking with the team we have decided that Holiday Inn Express Waikiki checks off all of our criteria for a great price!

We are interested in proceeding, but I had a few questions I was hoping you can help me with:

- 1 - is the a required deposit deposit? If so, how much is it, is it refundable, when is it due by? **A deposit is not required, however full payment is due 30 days prior to arrival**
- 2 - will you take a payment over the phone? **if payment is by credit card we will send you a credit card authorization form**
- 3 - when is the balance due? **30 days**
- 4 - what if all rooms are not booked in the end? is there a percent we are liable for? **You have 30 days to arrival to release the rooms without penalty**

We are interested in finalizing this by Monday.

Thank you,

[redacted]  
J.D. Candidate, Class of [redacted]  
William S. Richardson School of Law  
University of Hawaii at Manoa



On Dec 5, 2019, at 3:26 PM, Kathy AhSam <[redacted]> wrote:

Aloha [redacted]

Thank you for your consideration of the Holiday Inn Express Waikiki!

We are delighted to offer the following:

<image002.jpg><image010.jpg><image011.jpg>

Category	Rooms	*Rate	Resort fee	Dates	Taxes	Valid
City View	10 - 15	\$169.00	\$15.00	1/29/20 – 2/2/20	14.962%	December 12, 2019

**\*Rate and conditions:**

- Group rates are based on 10 or more rooms
- Rates are net, non-commissionable and based on Single/Double occupancy
- Rates and space will be based upon availability after the valid date and room block will be held with issuance of group contract
- Taxes computed separately: State Tax 4.712%, Transient Accommodation tax 10.25% (*subject to change*)

**Resort (service/amenity) fee:** A mandatory discounted daily fee of \$15.00 + 14.962% tax (standard rate \$25.00) per room

**HIFX Standard:** Complimentary full American hot breakfast buffet, 6:30 a-9:30 a

**Amenities:** Guests may enjoy access to the recreational deck and use of:

- Pool side cabanas
- Pool & whirlpool
- 9-hole mini putting green
- Giant chess game, shuffleboard, foosball table, table tennis
- 8 am weekday yoga classes
- 24 hour fitness center
- Game room access with TV's and Wii consoles
- Complimentary W-Fi
- Sun Screen at pool deck
- Daily local paper

**Ancillary services:**

- Business center (2 terminals, 1 printer)
- Filtered water fountain in the lobby
- 24-hour sundry "Market" store is located adjacent to the front desk
- Coin operated washers & dryers (credit cards accepted)
- Self-parking \$35.00 + tax daily per car

Thank you again for your consideration and please feel free to contact me should you have any questions.

Mahalo!

Kathy

<image012.jpg>**kathy Ahsam** – Senior Sales Manager

**Holiday Inn Express Waikīkī** - 2058 Kūhiō Ave, Honolulu, HI 96815

[REDACTED]

[REDACTED] web: [www.hiexwaikiki.com](http://www.hiexwaikiki.com)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information.

Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

<2019 HIEX Fact Sheet.pdf>

**2GS Holiday Inn Letter for  
Rooms2 - Antolini.pdf**



