

**From:** "[REDACTED]" >

**To:** "[REDACTED]" >

**Subject:** FW: Epstein Briefing Follow-up

**Date:** Tue, 20 Oct 2020 13:44:57 +0000

**Importance:** Normal

**Attachments:** Draft\_Invitation.docx; 2020\_RSVP\_Questionnaire\_v1.docx

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Here is their draft. I'll send you my markups as well. Let me know if you have any input.

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**From:** [REDACTED] >

**Sent:** Monday, October 19, 2020 5:39 PM

**To:** [REDACTED]; [REDACTED]; [REDACTED]  
[REDACTED] >

**Subject:** [EXTERNAL EMAIL] - RE: Epstein Briefing Follow-up

Good afternoon,

I am awaiting clearance from other DOJ components on the November 12 date. I have attached a draft of the invitation/RSVP with preliminary comments. We can discuss these tomorrow.

Thanks

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**From:** [REDACTED] >

**Sent:** Monday, October 19, 2020 3:14 PM

**To:** [REDACTED]; [REDACTED]; [REDACTED]  
[REDACTED] >

**Subject:** Re: Epstein Briefing Follow-up

Hello,

Hope everyone is doing well. Checking in to see if there are any updates regarding the November 12 date as well as a draft for the invitation?

Thanks!

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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**From:** [REDACTED]

**Sent:** Friday, October 16, 2020 2:45 PM

**To:** [REDACTED]; [REDACTED]; [REDACTED]  
[REDACTED] >

**Subject:** Epstein Briefing Follow-up

Hello,

Following up on today's phone call on a few things:

- The Miami FO has the All-Employee Conference Room is available for November 5 and 12 (November 11 is Veteran's Day).
- Suggestions for invitation:
  - Clear identification of the briefing purpose;
  - Date, location of briefing (Time TBD);
  - Inclusion of support person language;
  - COVID precautions (see below);
  - RSVD deadline; and
  - Request any questions from victims in advance and have them send by a certain date.
- Please find attached a few documents from our briefing last fall:
  - RSVP Questionnaire Blank
  - Template Letter for 2019 briefings
  - Name tag key
- Miami COVID procedures to enter the building (see attached documents)
  - Temperature checks
  - CDC screening questions
  - Social distancing
  - Mandatory face masks

Please let me know the confirmed date ASAP so I can begin my canvass of the field for Victim Specialists to assist in Miami. I look forward to seeing your DRAFT invitation letter.

Thanks,

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]