

U.S. Department of the Interior – Office of the Secretary

Event Proposal Information Form

***Please complete this form and send to scheduling@ios.doi.gov**

Specific Request to the Secretary: Keynote remarks

Title of the Event: 10th Anniversary Energy Summit

Date & Time of Event: Tuesday, June 20, 2017 – All day event

Location: U.S. Chamber of Commerce, 1615 H Street NW; Washington, DC 200625

Point of Contact(s) (Name, Email, Phone for each): Leila Getto; lgetto@uschamber.com #202-463-5829

Briefly describe the event in detail, and the desired outcome of the Secretary's participation:

Audience (expected attendance and makeup of the attendees):

The audience will be comprised of 300 senior business leaders, thought leaders, academia, associations, nonprofits, press, local, state, and federal policymakers and regulators

VIPs invited or known to be attending:

Confirmed speakers list forthcoming

What are the main messages that you are attempting to convey through this event (limit to 2-3)?

The conference will highlight the rapid and positive developments in the U.S. energy since the Institute was founded, examine future developments and innovations, and showcase energy as a solution and a key driver of economic growth.

Remarks (if applicable)

Desired length of time for remarks:

We are flexible on the exact length of his remarks but approximately 15-20 minutes of remarks followed by 15-20 minutes of arm chair style discussion with Karen Harbert, president and CEO, U.S. Chamber of Commerce

Are there any particular individuals, groups or activities you would like the Secretary to recognize in his remarks?

No

Are there any specific comments you would like the Secretary to make?

Our team is ready to work with the Secretary's staff on the suggested comments for his speech

What is the desired format of his remarks (will he be sharing the stage, a panel, etc)?

Keynote

Communications

Is press expected to attend? If yes, are there any reporters confirmed to attend and cover the event? Who?

Yes, National, state and local press coverage

For remarks and press (if applicable), please check all that apply:

- ✓ Podium available
- ✓ Microphone available

Is there social media information for the event (hashtags, handles)?

Yes, there will be and we'll share it closer to the event date

Logistics/Other

Please supply all pertinent background information for the event (draft agendas, existing websites, etc.):

Once the event is finalized, we will share the agenda of the Summit. The event will not be publicized on our website but we will include in the press release to the media a couple of days prior.

Do you require a bio of the Secretary?

Yes, please

What is the attire of the event (business, casual)?

Business

If the Secretary is not able to attend, is a surrogate desired? If yes, who specifically?

No

Any additional notes or information?