

From: "Swink, Suzanne" <Suzanne.Swink@bp.com>

To: "SIO, Scheduling" <scheduling_sio@ios.doi.gov>

Cc: "Getto, Leila" <leila_getto@ios.doi.gov>, Samantha Hebert <samantha_hebert@ios.doi.gov>

Subject: RE: [EXTERNAL] BP America Meeting Request - July 23 or 24

Date: Thu, 08 Aug 2019 19:54:35 +0000

Importance: Normal

Hi Sam – yes, we can make 11:45am work – thanks so much

From: samantha_hebert@ios.doi.gov <samantha_hebert@ios.doi.gov> **On Behalf Of** SIO, Scheduling

Sent: Thursday, August 8, 2019 3:41 PM

To: Swink, Suzanne <Suzanne.Swink@bp.com>

Cc: Getto, Leila <leila_getto@ios.doi.gov>; Samantha Hebert <samantha_hebert@ios.doi.gov>

Subject: Re: [EXTERNAL] BP America Meeting Request - July 23 or 24

Hi Suzanne,

Leila is on leave this week so I am reaching out about this meeting. We have had an event come up which the Secretary must participate in.

Would it be possible for them to meet with him at 11:45am instead of 10:00am?

I've copied my email address here as well.

Thanks,
Sam

U.S. Department of the Interior

Office of Scheduling and Advance

Immediate Office of the Secretary

Office: 202-208-7551

On Thu, Aug 8, 2019 at 3:31 PM Swink, Suzanne <Suzanne.Swink@bp.com> wrote:

Leila,

Closing the loop on this – we will not need parking. Confirmed attendees are Susan Dio and Joe Ellis, as previously mentioned.

I'll be (b) (6) so I won't be there with them, sadly.

Thanks so very much,
Suzanne

From: Getto, Leila <leila_getto@ios.doi.gov>

Sent: Wednesday, July 31, 2019 2:05 PM

#1363587.1

To: Swink, Suzanne <Suzanne.Swink@bp.com>
Cc: SIO, Scheduling <scheduling_sio@ios.doi.gov>
Subject: Re: [EXTERNAL] BP America Meeting Request - July 23 or 24

Great, thank you!

Leila Getto
U.S. Department of the Interior
Immediate Office of the Secretary
Deputy Director, Scheduling and Advance
Direct: 202-208-5359; Main: 202-208-7551; Cell: 202-706-9435
Email: leila_getto@ios.doi.gov

On Wed, Jul 31, 2019 at 1:34 PM Swink, Suzanne <Suzanne.Swink@bp.com> wrote:

Thanks, Leila! We can make 10am work on the 12th. Thank you so much.

Joe Ellis, VP of Federal Affairs will also be coming.

I'll loop back on parking but likely won't need it.

Best,

Suzanne

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From: leila_getto@ios.doi.gov <leila_getto@ios.doi.gov> on behalf of SIO, Scheduling
<scheduling_sio@ios.doi.gov>

Sent: Wednesday, July 31, 2019 1:07:06 PM

To: Swink, Suzanne <Suzanne.Swink@bp.com>

Cc: Leila Getto <leila_getto@ios.doi.gov>

Subject: Re: [EXTERNAL] BP America Meeting Request - July 23 or 24

Hi Suzanne!

I think we can make August 12th at 10am work if that day/time is convenient for her schedule?

If there is any changes to the meeting participants, can you please let us know no later than two business days before the meeting? I would need their name, title, and organization. You're welcome to submit an extra name in case there is a need for a last minute substitution but we can not accept any changes on the day of the meeting regardless of circumstances. We appreciate your understanding.

Please arrive via our main entrance on C Street -- 1849 C Street NW, Washington, DC 20240. Will you need parking?

We will have a member of our staff greet you in the lobby and escort you directly to the Secretary's Office.

Thank you!
Leila

#1363587.2

U.S. Department of the Interior

Office of Scheduling and Advance
Immediate Office of the Secretary
Office: 202-208-7551

On Wed, Jul 17, 2019 at 1:45 PM Swink, Suzanne <Suzanne.Swink@bp.com> wrote:

Sam,

Unfortunately, yes, those are the only two days.

Suzanne

From: samantha_hebert@ios.doi.gov <samantha_hebert@ios.doi.gov> **On Behalf Of** SIO, Scheduling
Sent: Wednesday, July 17, 2019 12:45 PM
To: Swink, Suzanne <Suzanne.Swink@bp.com>
Subject: Re: [EXTERNAL] BP America Meeting Request - July 23 or 24

Hi Suzanne,

The Secretary is going to be on travel July 23 and July 24. Are these the only two dates which will work for this meeting?

Thanks,
Sam

U.S. Department of the Interior

Office of Scheduling and Advance
Immediate Office of the Secretary
Office: 202-208-7551

On Tue, Jul 16, 2019 at 12:16 PM Swink, Suzanne <Suzanne.Swink@bp.com> wrote:

Per our conversation.

Thanks so much,
Suzanne

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#1363587.3