



Meeting Request Form for Administrator Scott Pruitt

Today's Date:

Requesting Office:

Title of the Meeting:

Purpose:

Role of the Administrator:

Background:

Last possible date for the meeting

Is the meeting urgent and if so why?:

Requested Time Length:

EPA Staff (Required):

EPA Staff (Optional):

External Participants:

Teleconference Required?:

Video Conference Required?: *(If so please provide the conference room name to be used for video connection)*

Point of Contact for the Meeting:

NOTE: Meeting request forms should be submitted to scheduling@epa.gov, with a copy to Sydney Hupp (hupp.svdnev@epa.gov) and the AO Special Assistant who covers your office. All briefing material must be sent to your AO Special Assistant by 3:00 pm two days before your meeting, or to OCIR 48 hours in advance. If briefing materials are not submitted on time, we may need to reschedule your briefing.