Event Information Form

This form has been designed to assist in planning participation in events and activities.
This is not a confirmation of attendance.

Basic Background

Name of Event	Environmental, Health, Safety, and Security Committee Meeting
Sponsoring Organization	The Fertilizer Institute
Date of Event	April 10, 2018
Time of Event	9:00 a.m. – 2:00 p.m.
Deadline for Acceptance	April 3, 2018
Speaker Requested	David Ross
Expected time of remarks or participation by EPA official	15-30 minutes (anytime between 9:00 a.m. – 2:00 p.m.)
Location (please include city/town and street address)	425 3rd Street, SW, Suite 950, Washington, DC 20024
Directions to the event (if appropriate, please also include relevant information about parking, the specific building, and best entrance to use)	Single building entrance. TFI Staff (Ed Thomas) will greet in lobby and escort to the meeting location on 9th floor.
Where to meet POC	Ed Thomas, Building Lobby

Event Description and Role of the EPA official

Brief description or outline of the event	
Brochure, invitation and/or other event material(s)	See link of DRAFT agenda (Mr. Ross speaking time is flexible)
Agenda and order of speakers and biography/information of other speakers	See above link
Name of person introducing EPA official	Ed Thomas
Basic information about the role of the EPA official at the event. (For example, will they serve as a keynote speaker? Participate on a panel? Take part in a press conference? Tour a facility?)	Informal meeting. Mr. Ross can speak about his priorities at the Office of Water with a focus on nutrient management. No slide presentation necessary. Informal discussion followed by an opportunity for question and answers. This will be a very friendly audience.
If the EPA official is a featured speaker, which topic(s) should they address and how long?	15 -30 minute discussion about water quality and nutrient management
What rules would the audience like to hear about?	Nutrient management, water quality, and flexibility of CWA 319 funds.
Will there be time for Q&A? If so, who will be moderating?	Q & A to follow. Small group of approximately 20 people will be moderated by Ed Thomas
Do you have a sense of the types of questions that may be asked?	What plans does OW have for engaging agriculture, and common sense nutrient management planning
Recommendations on the use of visuals/PowerPoint. Should the EPA official plan on using a PowerPoint Presentation?	No powerpoint

What is the physical layout of the room (e.g. size, and format of the interaction; podium, seated in armchair dialogue, or at a table, etc.)	Board room style. All will be seated around a table.

About the Audience

Please tell us about the make-up of the audience for the event:	Regulatory managers from leading fertilizer manufacturers, retailers, and producers.
Expected number in attendance at the event	20
Is the event open to press?	No

Contact Information

Your name:	Ed Thomas
Telephone Number:	(w) Ex. 6 (c) Ex. 6
Mailing Address:	425 3rd Street, SW (Suite 950) Washington, DC 20024
E-Mail Address:	ethomas@tfi.org
Cell Phone Number:	Ex. 6
Best way to reach you at the event?	Cell phone

EPA Contact Person

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