



EPA ADMINISTRATOR EVENT INFORMATION FORM

This form assists in planning participation in events and activities. Please be complete to minimize need for follow up. This is not a confirmation of attendance.

Basic Background

Event official title:	<i>Western Governors' Association 2025 Annual Meeting</i>
Event host(s)/organizer(s):	<i>Western Governors' Association</i>
Event date (flexible?):	<i>Monday, June 23 – Tuesday, June 24, 2025</i>
Time, duration, and time zone of event:	<i>Monday, June 23, 1:45 – 4:15 pm MT; Tuesday, June 24, 1:15 – 3:45 pm MT</i>
Deadline for acceptance:	<i>May 12, 2025 (six weeks out) (not a hard/fast deadline)</i>
Will you accept a surrogate?	<i>No</i>
Event location and physical address:	<i>Eldorado Hotel & Spa, El Dorado Ballroom, 309 W San Francisco St., Santa Fe, NM 87501</i>
Type of event:	<i>Reception; Conference; Meeting; Recorded/Streaming audio or video, etc.</i>
Host(s) relationship to the EPA?	<i>Meeting</i>
Event sponsor(s):	<i>There are no meeting sponsors; WGA oversees the meeting.</i>

Event Description and Role of the EPA Official

Purpose of event:	<i>The WGA Annual Meeting is a three-day event that features a series of public, onstage conversations between the Governors and their invited guests. WGA invites the Administrator to offer short initial remarks and then have an onstage Q&A with the Governors. The session will give the Governors and the Administrator a chance to discuss significant issues related to the West overseen by the Administrator and EPA.</i>
Brochure/website/invitation/ and/or other event materials:	<i>Annual Meeting website (will be updated once registration opens): [HYPERLINK "https://westgov.org/meetings/details/2025-annual-meeting"]</i>
Run of show/agenda:	<i>Embargoed draft copy of the Annual Meeting agenda (Governors' version) is attached to the bottom of this form.</i> <i>The Administrator would be introduced by an attending Governor, present a keynote to the Governors and our attendees for approximately 5-10 minutes, then have an on-stage Q&A session with the Governors for about 20 minutes (for a total of 30 minutes). Additional details on specific time slot will be provided after confirmation.</i>
Timing for EPA official's role:	<i>TBD depending on the Administrator's availability.</i> <i>Potential timeslots for Administrator's keynote and conversation:</i> <i>Monday, June 23, 1:45 – 4:15 pm MT;</i> <i>Tuesday, June 24, 1:15 – 3:45 pm MT</i>



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Role of the EPA official at the event:	<i>Keynote speaker.</i>
Requested presentation topic (if speaking):	<i>WGA will work with your staff to identify the specific topics, share potential questions, and other needs before the event.</i>
Requested presentation format:	<i>Keynote with Q&A.</i>
Name and title of person introducing EPA official:	<i>Governor TBD</i>
Audience make up?	<i>Attendees come largely from the WGA Sponsor community. (WGA sponsor [HYPERLINK "https://westgov.org/sponsors"]). We also get members of the public from private industry, as well as attendees from the non-profit world. Total attendance expected to be 400-500.</i>
Event held weekly, monthly, annually?	<i>Annually</i>

Event Preparation

Other EPA speakers?	<i>None at this time.</i>
Does EPA need to submit materials prior to event?	<i>WGA would appreciate a copy of the Administrator's official biography and headshot for Governors' briefing books.</i>
Expected prep and timing for prep calls or meetings:	<i>We can arrange that with your team after confirmation.</i>
Registration fee charged? How much?	<i>No fee for speakers, session passes may be arranged for staff.</i>
Describe entity hosting EPA official:	<i>WGA is an instrumentality of 22 western Governors for bipartisan policy development, information exchange and collective action on issues of critical importance to the western United States.</i>
Is the entity also a Federally Registered Lobbyist?	<i>No.</i>
Are you giving a gift, award or anything else of value? Amount?	<i>No.</i>
Are you providing a meal? Amount?	<i>Administrator is invited to a Governors' private lunch, if available, currently set to take place at 11:30 am PT on Monday, June 23.</i>

At the Event and Other Event Logistics

Is there a private hold room available for the Administrator?	<i>A hold room will be made available for the Administrator and staff on the day of the keynote.</i>
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Open press/closed press?	<i>Event is open to registered media from legitimate media outlets (TV, radio, and print media). WGA will share a list of registered media ahead of time with your team.</i>
Will you be issuing a press release?	<i>Yes.</i>
Person to contact for media purposes:	<i>Jack Spina, Communications Director</i> [HYPERLINK "mailto:jspina@westgov.org"] Ex. 6 Personal Privacy (PP)
Dress code:	<i>Business casual.</i>
Room setup:	<i>A proscenium stage setup in the ballroom, with a podium available for speaking. Governors will be onstage during the presentation.</i>
Notable/honorable guests attending (including elected officials):	<i>Governors of western states and select Cabinet officials: invitations have been issued, RSVPs expected in weeks to come.</i>
Are you recording the event? Website URL for recording (if event is recorded and posted):	<i>Event will not be livestreamed, but recordings of the keynotes and panels (by WGA) may be made available online via WGA in the day(s) proceeding each session (with the Agency's consent)</i>
Security contact:	<i>WGA's meeting planner, Amanda Nelson, can help connect you with security ([HYPERLINK "mailto:amanda@westgov.org"])</i>
Directions to event (include relevant information about parking, the specific building, best entrance to use)	<i>We can discuss during planning call.</i>
Where to meet contact:	<i>We can discuss during planning call.</i>

Contact Information

Your name and position:	<i>Kevin Doran, Federal Relations Manager</i>
Phone (best & alternate):	<i>Work and Work Cell:</i> Ex. 6 Personal Privacy (PP)
Email address:	[HYPERLINK "mailto:kdoran@westgov.org"]
Mailing address:	<i>1700 Broadway, Suite 500, Denver, CO 80290</i>
Are you the point-of-contact at the event? If not, contact details:	<i>Yes.</i>

Please return this completed form to [HYPERLINK "mailto:zeldinscheduling@epa.gov"], and copy [HYPERLINK "mailto:brown.ashley@epa.gov"]