



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>IADC Annual General Meeting. IADC is celebrating its 85th anniversary this year.</i>
Event host(s)/organizer(s):	<i>IADC</i>
Event date (flexible?):	<i>22-24 September 2025</i>
Time, duration, and time zone of event:	<i>30-45 minutes, on either 23 September or 24 September (am). EDT</i>
Deadline for acceptance:	<i>31 May 2025</i>
Will you accept a surrogate?	<i>Yes</i>
Event location and physical address:	<i>Ritz-Carlton Hotel, 280 Vanderbilt Beach Road, Naples, Florida 34108</i>
Type of event:	<i>Live Conference</i>
Host(s) relationship to the EPA?	<i>Non-profit Trade representing oil & gas industry companies</i>
Event sponsor(s):	<i>IADC</i>

Event Description and Role of the EPA Official

Purpose of event:	<i>Trade Association - Annual General Meeting</i>
Brochure/website/invitation/ and/or other event materials:	<i>Online program, web site, on-site signage.</i>
Run of show/agenda:	<i>The program is not yet complete. 2024 program is attached for reference.</i>
Timing for EPA official's role:	<i>Since the program has not been set, we are flexible with timings.</i>
Role of the EPA official at the event:	<i>Speaker at the conference.</i>
Requested presentation topic (if speaking):	<i>EPA as it relates to the oil & gas industry.</i>
Requested presentation format:	<i>Keynote/Featured Speaker</i>
Name and title of person introducing EPA official:	<i>Jason McFarland, President, IADC.</i>
Audience make up?	<i>Approximately 350 ppl in attendance. The audience is comprised of executive level representatives from operating and oilfield service companies and drilling contractors.</i>
Event held weekly, monthly, annually?	<i>Annually</i>



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Event Preparation

Other EPA speakers?	N/A
Does EPA need to submit materials prior to event?	Biography, photo and session title. It would also be helpful to have 2-3 sentences describing the presentation.
Expected prep and timing for prep calls or meetings:	The speaker can run through the presentation on-site if desired. We would like to have the presentation in advance to load on the IADC conference laptop. All conference presentations are loaded there and hyperlinked from a title slide. It can be immediately deleted if desired.
Registration fee charged? How much?	The conference registration fee is \$650 for members and \$800 for non-members. We offer all speakers complimentary conference registration for their participation.
Describe entity hosting EPA official:	501(c)(6)
Is the entity also a Federally Registered Lobbyist?	Yes
Are you giving a gift, award or anything else of value? Amount?	No
Are you providing a meal? Amount?	Yes, there are two breakfast functions, 1 luncheon and 1 reception and 1 evening gala over the course of 22-24 September's program. The meal functions are not priced separately. They are included in the registration fee.

At the Event and Other Event Logistics

Is there a private hold room available for the Administrator?	This can be arranged if requested.
Open press/closed press?	The press is free to attend. This is typically industry trade publications. A roster of attendees can be provided prior to the event. All press are required to wear a ribbon on their name badges so they can easily be identified.
Will you be issuing a press release?	No press release is planned for AGM.
Person to contact for media purposes:	Leesa Teel, SVP Conferences & Membership, IADC
Dress code:	Coat & tie for speakers.
Room setup:	Theater style seating with an elevated stage on a riser. A podium microphone is available along with a lapel or hand-held.



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Notable/honorable guests attending (including elected officials):	<i>Invitations will be extended this week to a couple of congressmen from the state of Florida. No invitation has been extended at this time. The remainder of the speakers are from industry,</i>
Are you recording the event? Website URL for recording (if event is recorded and posted):	<i>No, there will be no recording of the event.</i>
Security contact:	<i>Leesa Teel, SVP Conferences & Membership, IADC. Leesa will arrange any necessary security through the facility.</i>
Directions to event (include relevant information about parking, the specific building, best entrance to use)	<i>Main entrance. A member of IADC's staff will be on-hand to greet the speaker and escort them to the ballroom.</i>
Where to meet contact:	<i>Hotel lobby.</i>

Contact Information

Your name and position:	<i>Leesa Teel, SVP Conferences & Membership, IADC</i>
Phone (best & alternate):	<i>713-292-1945 (office)</i> Ex. 6 Personal Privacy (PP)
Email address:	<i>leesa.teel@iadc.org</i>
Mailing address:	<i>3657 Briarpark Drive, Suite 200, Houston, TX 77042</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"]