



External Meeting Request Form
Office of Water
U.S. Environmental Protection Agency
This form assists in planning participation in events and activities
Please complete all required fields
This is not a confirmation of attendance.

Basic Background:

Today's date	
Requesting individual and/or affiliation	
Name of Org/affiliation requesting to meet	
Requested meeting date or date range	
Requested meeting time	
Location (e.g. EPA Headquarters)	
Virtual or In-Person	

Meeting Description:

Brief description or purpose of meeting: (e.g., meet and greet, policy discussion, informational)	
<i>*Please attach a separate document for agenda/topics to be discussed (provide full context)</i>	
List of attendees <i>Official full name (per ID); Title; Email Address</i>	
Please indicate International/Foreign visitors with country of residence (if any)	
Will there be time for Q&A? If so, who will be moderating	
What questions will be asked?	
Any PowerPoint presentations?	
List names/title/email address/country of international/foreign attendees	
Attachments [please attach agenda and other meeting material(s)]. <i>Agenda must be submitted together with the completed meeting request form.</i>	

Ethics Considerations:

Describe entity hosting EPA official	<i>E.g., private company, political action committee, academic institution.</i>
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ED_018475D_00003411-00001

Sierra Club FOIA Request:
2025-EPA-04193

SC_FOIA_0001170

Has your organization ever received funding from EPA? If so, what type of funding did you receive for which project?	
Host(s) relationship to the EPA?	
Is the entity also a Federally Registered Lobbyist?	<i>Yes/No</i>
Is there a registration fee? If so, does this fee apply to the speaker? Amount?	<i>If applicable</i>
Are you giving a gift, award, or anything else of value? What is the dollar value?	
Are you providing a meal? What is the dollar value?	<i>If applicable</i>

Contact Information:

Your name and title:	
Telephone number:	
Mailing address:	
E-Mail address:	
Cell phone number:	
Best way to reach you ?	

EPA Contacts:

Connie Eng, Special Assistant, OW/IO ([[HYPERLINK "mailto:eng.connie@epa.gov"](mailto:eng.connie@epa.gov)])
David Risley, Chief of Staff ([[HYPERLINK "mailto:risley.david@epa.gov"](mailto:risley.david@epa.gov)])
Lynsey Lanier, Deputy Chief of Staff ([[HYPERLINK "mailto:lanier.lynsey@epa.gov"](mailto:lanier.lynsey@epa.gov)])

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