



Event Information Request Form

Thank you for your interest in hosting the U.S. Secretary of Energy at your event. To ensure that the appropriate individual within the Department of Energy is participating in your event and because the Office of the Secretary is committed to maintaining the highest ethical standards, we need the information requested below before we can agree to confirm a speaker.

Please respond to the questions below and send your response to the.secretary@hq.doe.gov.

If you have any questions you may contact the Secretary's Scheduling Office at 202-586-5534.

Title of the Event (please note if the event is a weekly, monthly, annual, etc.):	State Policy Network Energy and Environmental Policy Working Group Fly-in
Date of Event (please note if the date is flexible):	June 23 and 24. We go from 11 am on June 23 to 2 pm on June 24. However, we will accommodate Sec. Wright anytime on those two days.
Event Location (venue, address, city and state/country):	SPN offices, 1500 Wilson Blvd, Suite 600, Arlington, VA 22209
Point(s) of Contact (Name, Email, Phone):	Amy Cooke acooke@spn.org , (b) (6)
Briefly describe the event in detail including the purpose and desired role of the Secretary (i.e. deliver keynote remarks, attend an event, meet with attendees etc.):	A private conversation with our members about the current state of energy policy and how state groups can help shape future policy.
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.):	No.
Audience	
Approximately how many people are expected to attend the event?	40
Please describe the target audience of the event (elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.).	Academics and state level energy policy leaders and influencers.
Will the attendees at the event include persons with a diversity of views or interests, or representatives from throughout an industry or profession, or the range of persons interested in a matter? (If yes, please describe.)	The audience will be long-time state energy policy analysts and influencers with a market-based perspective.

Is the event open to the public (this includes ticketed individuals)? If not, please describe who is privately invited.	No.
Who are other VIPs or speakers <u>confirmed</u> and in what role?	No.
Who are other VIPs or speakers <u>invited</u> ?	We've reached out to Kathleen Sgamma and will reach out to Lee Zeldin.
Remarks	
If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?	We'd like Sec. Wright to speak for a few minutes about current energy events, including the IRA, subsidies for wind and solar, and his views on nuclear. Or whatever he feels is important for a group of state and national think tanks need to know about federal energy policy.
What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, participating in a panel or roundtable, etc.)?	After the Secretary speaks, then we'd like to spend a few minutes with Q&A.
What is the public registration/ticket fee to attend/participate in the event?	It's free for the E&E working group members to attend.
Will there be a teleprompter available? Will there be a podium?	No. This is informal.
Communications/Press	
Is the event open or closed to press?	Closed
If open, are you expecting local, state, or national news coverage?	No
If this is an annual event, which news outlets typically cover the event?	It's an annual event but no news coverage is allowed.
Will you be advertising or live streaming the event on any social media outlets or websites? (If yes, please explain.)	No.
Logistics/Other*	
If this invitation includes any gifts to the Secretary (e.g., waived registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; award; transportation; memento or token of appreciation), please identify them and provide their monetary value. Please also identify how the value was determined. (Please attach separate sheet if necessary.)	None.

Does the invitation extend to the Secretary's spouse or other guest? If yes, will others in attendance generally be accompanied by a spouse or other guest?	Yes. Whomever Secretary Wright would like to include – perhaps members of his staff.
Will the Secretary be asked to sign a speaking/participation agreement or release related to this event? If so, please provide a copy.	No.
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	Yes.
Any additional notes or information?	No.
Event Host and Sponsor	
Who is the <u>event host</u> ? (Please identify and provide background on the Event host as well as any other organization involved in the Event.)	State Policy Network (SPN)
<u>Event host</u> website/url.	www.spn.org
Is the <u>event host</u> a registered lobbyist or lobbying organization, and/or registered under the Foreign Agents Registration Act? (If yes, please identify.)	No.
Is the <u>event host</u> a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)	No.
Is the <u>event host</u> a 501(c)(3) organization or a media organization? (If yes, please identify.)	SPN is a 501c3 organization.
Is the <u>event host</u> seeking or currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)	No.
Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.	There are no sponsors currently. Last year a dinner sponsor was the American Fuel and Petro Chemical Manufacturers.
Are any event <u>sponsors</u> seeking or do they currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)	No.
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	EPA, DOI, and DOE
Partisan Political Candidate or Elected Official Participation	

Will any partisan political candidate or elected official participate in the event? If so, please identify and explain role.	No.
Is the coordination of any elected official's involvement being handled solely by their official staff, or is there any campaign staff involvement or coordination?	N/A
If a candidate for office or elected official is participating in the event, is the event taking place in their respective district/jurisdiction, and will the entire delegation for the respective district/jurisdiction(s) been invited? If not, please explain.	N/A

***IMPORTANT NOTE: The purpose of these questions is to elicit information relevant to the ethics analysis and is not a solicitation or request for anything of value by the Department or any of its employees.**