

# Event Information Request Form

To ensure that the appropriate individual within the Department of the Interior is participating at 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 or as an attendee at an external event.

**Please respond to the questions below and send your response to [scheduling\\_interior@ios.doi.gov](mailto:scheduling_interior@ios.doi.gov).** Providing detailed responses and including all requested attachments in one single submission will assist with a timely turnaround.

If you have any questions you may contact Lucy Herrington at (202) 431-0623

|                                                                                                      |                                                                                                                               |                                                                                    |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Event Date:</b><br>Please note if the date is flexible                                            |                                                                                                                               |                                                                                    |
| <b>Event Title:</b><br>Please note if the event is weekly, monthly, annual, etc.                     |                                                                                                                               |                                                                                    |
| <b>Event Time:</b>                                                                                   | <b>Event Total Time:</b><br><b>Exact Speaking Time:</b><br><b>Speech/Remarks Length:</b>                                      |                                                                                    |
| <b>Event Location:</b>                                                                               | <b>Virtual Platform:</b><br><b>Link:</b><br><b>OR</b><br><b>Venue:</b><br><b>Address:</b><br><b>City &amp; State:</b>         |                                                                                    |
| <b>Contact information:</b><br>Identify if organizing and day of contact(s) is the same or different | <b><u>Organizing Contact(s):</u></b><br><b>Name:</b><br><b>Email:</b><br><b>Phone:</b>                                        | <b><u>Day of Contact(s):</u></b><br><b>Name:</b><br><b>Email:</b><br><b>Phone:</b> |
| <b>Brief event description and purpose:</b>                                                          | <b>Description (please identify whether the event is a fundraising event):</b><br><br><b>Purpose:</b>                         |                                                                                    |
| <b>Identify the desired role of the Secretary.</b>                                                   | <b>Roles (select one):</b><br>Keynote<br>Panelist<br>Brief Remarks (opening/closing)<br>Attendee <i>Only</i><br><b>Other:</b> |                                                                                    |

|                                                                                                                                                                                                                                                                          |                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <p><b>If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?</b></p>                                                                                                                             |                                                                                                                     |
| <p><b>If the Secretary is not able to attend, is a surrogate desired?</b></p> <p>If yes, anyone specific?</p>                                                                                                                                                            |                                                                                                                     |
| <p align="center"><b>HOST AND SPONSOR</b></p>                                                                                                                                                                                                                            |                                                                                                                     |
| <p><b>Who are the <u>event host(s)</u>?</b><br/>Please identify and provide background on the event host(s) as well as any other organization involved in the Event.</p>                                                                                                 | <p><b>Host(s):</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p><b>Background:</b></p>     |
| <p><b>Is the <u>event host</u> a registered lobbyist or lobbying organization, registered under the Foreign Agents Registration Act, partisan political candidates; and/or a representative of a partisan political party or group?</b><br/>If yes, please identify.</p> |                                                                                                                     |
| <p><b>Is the event <u>host</u> seeking or does it currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.?</b><br/>If yes, please describe.</p>                                                                   |                                                                                                                     |
| <p><b>Who are the <u>sponsors</u> of the event?</b><br/>Please identify and provide background information on the individual and/or entity.</p>                                                                                                                          | <p><b>Sponsors(s):</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p><b>Background:</b></p> |
| <p align="center"><b>AUDIENCE</b></p>                                                                                                                                                                                                                                    |                                                                                                                     |
| <p><b>Approximately how many people are expected to attend the event?</b></p>                                                                                                                                                                                            |                                                                                                                     |
| <p><b>Please describe the target audience of the event:</b> elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.</p>                                                                                     |                                                                                                                     |
| <p><b>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?</b></p>                                                      |                                                                                                                     |

|                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If yes, please describe.                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                     |
| <b>Other Invited/Confirmed Participants:</b><br>1. Please list and identify other VIPs or speakers <i>confirmed/invited</i> and in what role.<br><br><b>*If Applicable:</b> please list and identify other Department personnel that have been <i>invited/confirmed</i> and in what role. | <b>Confirmed:</b> <ul style="list-style-type: none"> <li>• [First, Last], [Title], [Event Role]</li> <li>• [First, Last], [Title], [Event Role]</li> </ul> <b>Invited:</b> <ul style="list-style-type: none"> <li>• [First, Last], [Title], [Desired Event Role]</li> <li>• [First, Last], [Title], [Desired Event Role]</li> </ul> |
| <b>Is the event open to the public?</b><br><br>If not, please describe who is invited.                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                     |
| <b>REMARKS</b>                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                     |
| <b>What is the set-up for the remarks and/or discussion?</b> Will he be sharing the stage, moderated discussion, Q&A session, etc.<br><br><b>*PLEASE ATTACH</b> the event schedule outlining any speaking order and remark timetables. A draft version works well.                        |                                                                                                                                                                                                                                                                                                                                     |
| <b>What is the public registration/ticket fee to attend/participate in the event?</b>                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                     |
| <b>COMMUNICATIONS</b>                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                     |
| <b>Is the event open or closed to press?</b>                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                     |
| <b>If open, are you expecting local, trade, state, or national news coverage?</b>                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                     |
| <b>If this is an annual event, which news outlets typically cover the event?</b>                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                     |
| <b>Will you be advertising or live streaming the event on any social media outlets?</b><br><br>If yes, please explain.                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                     |
| <b>LOGISTICS/OTHER*</b>                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                     |
| <b>Please supply any other pertinent background information for the event,</b> including <i>draft agendas</i> , event website, promotional/ advertising materials, outreach plan, history of the event, prior attendance by DOI officials, etc.                                           |                                                                                                                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>What does the invitation include:</b><br/> registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; award; memento or token of appreciation; and/or travel (ground or air transportation, hotel, etc.).</p>                                                                                                   |  |
| <p><b>Does all or part of the invitation to the Secretary extend to other Department staff such as security, advance, and/or those staff essential to the Secretary's participation in the event?</b></p> <p>If yes, please identify.</p>                                                                                                                                        |  |
| <p><b>Does the invitation include a plus one?</b></p> <p>If yes, will others in attendance generally be accompanied by a spouse or other guest?</p>                                                                                                                                                                                                                              |  |
| <p><b>What is the monetary value of the invitation offered to the Secretary (and her plus one and/or essential staff as appropriate)?</b></p> <p>Please identify how the monetary value was determined, including any travel costs, registration/ticket fee to attend/participate in the event, entertainment, meal costs, etc. (Please attach separate sheet if necessary.)</p> |  |
| <p><b>Any additional notes or information?</b></p>                                                                                                                                                                                                                                                                                                                               |  |

**\*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.**