

From: "Getto, Leila S" <leila_getto@ios.doi.gov>

To: "Cauthen, Rosal" <Rosal.Cauthen@conocophillips.com>

Cc: "SIO, Scheduling" <scheduling_sio@ios.doi.gov>

Subject: Re: [EXTERNAL] RE: Meeting Request for Ryan Lance, ConocoPhillips

Date: Wed, 02 Sep 2020 17:14:53 +0000

Attachments: DB_Meeting_Information_Request_Form_2019_(Updated_Draft_for_Review_-_8-4-19).docx

Hi Rosal! Great to hear from you. This is very strange but I didn't receive the email you sent yesterday. It's not in my spam/junk folder and even more strange is that the email is still not received in our scheduling mailbox address which you have correct. I'll follow up with our IT department to figure what's happening.

Yes, I'm still the right person for scheduling requests. Can I please trouble you to fill out the attached meeting request form that we are required to ask of everyone. Sorry to be so bureaucratic but at the Secretary's request, we have a very strict process for external meetings and event requests. Once we receive the filled out meeting request form we can begin our process which includes our lawyers reviewing and approving before we can accept a meeting. Regardless who is asking, we can not rush the process. We have this in place for every single request. I truly appreciate your understanding.

Best,
Leila

*Leila Getto
Deputy Director, Scheduling and Advance
Immediate Office of the Secretary
Cell: 202-706-9435
Email: Leila_Getto@ios.doi.gov*

From: Cauthen, Rosal <Rosal.Cauthen@conocophillips.com>

Sent: Wednesday, September 2, 2020 12:17 PM

To: Getto, Leila S <leila_getto@ios.doi.gov>

Cc: SIO, Scheduling <scheduling_sio@ios.doi.gov>

Subject: [EXTERNAL] RE: Meeting Request for Ryan Lance, ConocoPhillips

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Hi, Leila. Just a quick follow-up to my email last evening. I wanted to confirm that you received it and that you're still the appropriate contact for the Secretary's scheduling.

Thanks much.
Rosa

#1364701.1

From: Cauthen, Rosal <Rosal.Cauthen@conocophillips.com>
Sent: Tuesday, September 1, 2020 6:22 PM
To: leila_getto@ios.doi.gov
Cc: scheduling_sio@ios.doi.gov
Subject: Meeting Request for Ryan Lance, ConocoPhillips

Hi, Leila! I hope this email finds you safe and well during these crazy times.

I'm writing at the request of Ryan Lance, ConocoPhillips CEO to see if Secretary Bernhardt would be available for a brief phone or video call. Ryan would like to provide the Secretary with a brief update regarding ConocoPhillips and Alaska Issues. His office offered the windows below for your consideration.

- Wednesday, September 2: 3:00 – 4:00PM ET
- Friday, September 4: 9:00AM – 12:00PM ET
- Tuesday, September 8: 12:00 – 6:00PM ET

If none of these options work, please feel free to send dates/times that work best on your side. Ryan is willing to adjust as needed to fit into Secretary Bernhardt's schedule. He even mentioned that he would be willing to fly to Washington for the meeting.

Of course, I'm available to answer questions you may have and to coordinate a specific meeting time. Please let me know if there is any other information you need.

Thanks in advance for your assistance with this request.

Warm regards,
Rosal

Rosal Cauthen
Office Manager - Government Affairs

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