

**COMMISSION ON ENVIRONMENTAL COOPERATION (CEC) 2018 COUNCIL SESSION
COUNCIL CHAIR, EPA ADMINISTRATOR PRUITT
OKLAHOMA CITY, OKLAHOMA, USA**

For preliminary scoping and planning for June 24-27 2018.

The first table is a highlight of room/capacity need at the prospective venues for preliminary scoping by EPA.

The second two tables detail of how the rooms would be used/set up. The CEC Secretariat will address those details when they visit the candidate venues later in the year.

Item Number	Sunday June 24 2018	Monday June 25 2018	Tuesday, June 26 2018 Notional Council Session Program	Wednesday, June 27 2018 Notional Council Session Program	Potential venues
	Set Up Day – CEC Secretariat	Set Up Day – CEC Secretariat Delegations arrive in OKC	Council Session General Agenda: <ul style="list-style-type: none"> • Ministerial Bilateral Meetings • Ministers-only trilateral events • Meeting with US JPAC/NAC/GAC • JPAC Meeting • Opening Reception 6:30 PM-9:00 PM 	Council Session General Agenda: <ul style="list-style-type: none"> • Council Private Breakfast • Council In-Camera meeting • Council Public Meeting • Closing Dinner 	
Space Needs					
1		Registration area			
2		1 Meeting Room for 180 People with space for interpretation, audio, video, connectivity	JPAC Public Session	Council Public Session	Hotel, University other?
3		1 Function Room for 180 people	Opening Reception	N/A	Museum? University? Hotel?
4		1 Meeting Room for 100 people with space for interpretation, audio, video, connectivity	N/A	Council In-camera Session	Hotel or University? Same venue as line 1
5		3 Meeting rooms for 15 people	US, Canada, Mexico Delegations	US, Canada, Mexico delegations	Same venue as line 1
6		2 Meeting rooms for 20 people	JPAC, Secretariat Delegations	JPAC, Secretariat Delegations	Same venue as line 1
7		1 VIP room for 9	Minister's trilateral meeting room	Minister's trilateral meeting room	Same venue as line 1

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8		1 room for 6 people	GSC/SEM Room	GSC/SEM Room	Same venue as line 1
		1 room for 10	Media room	Media Room	Same venue as line 1
9		Room for lunch for 180 people	Participants lunch	Participants lunch	Same venue as line 1
10		Room for lunch for 100 people	Delegations lunch	Delegations lunch	Same venue as line 1
11		Room for breakfast for 6-9 people		Council private breakfast	Hotel (could be same room as line 7)
12		Restaurant or venue for closing dinner		Delegations closing dinner	Restaurant, other venue?
13	Sleeping rooms: 5 for Saturday; 15 for Sunday	Sleeping rooms: 116	Sleeping rooms: 116	Sleeping rooms: 116	Hotel

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MEETING ROOMS NEEDED: (Reserved on 24 hours basis):

2 Meeting Rooms for 180 people (main meeting, lunch room); 1 Room for 100 people (Council in camera); 3 Meeting rooms for 15 people; 2 rooms for 20 people; 3 Rooms for 5 people; 1 VIP Room for 5 people. (VIP room is for Mexican, Canadian and US Environment Minister/Administrators)

APPROXIMATE SLEEPING ROOMS NEEDED:

1st day (Day 1 minus 3) 5 rooms; 2nd day (Day 1 minus 2) 15 rooms; the three following days 116 rooms.

MEETING ROOMS VENUE TO BE CONFIRMED			
Meeting Rooms	DAY 1 minus 1 day	DAY 1	DAY 2
PREFUNCTION <i>(Council Registration)</i>	SET UP REGISTRATION AREA	REGISTRATION AREA • CEC publications. • Accreditation and registration desk.	REGISTRATION AREA • CEC publications. • Accreditation and registration desk.
WELCOMING RECEPTION <i>Room for 180 people</i>		A.M. : SET UP for welcoming reception P:M: : WELCOMING RECEPTION AND OFFICIAL OPENING OF THE REGULAR SESSION OF THE COUNCIL	
JPAC MEETING ROOM AND COUNCIL PUBLIC SESSION <i>Room for 180 people</i>	SET UP DAY 1 minus 2 days - As per diagram - Room with enough space for : - Head table and Podium on risers - 3 Interpretation booths - Complete AV equipment - Webcast equipment (two cameras and 2 or 4 sets of lights) - Two screens for presentations - Coffee station outside room.	8:00 to 18:00 MEETING	8:00 to 18:00 MEETING
COUNCIL PRIVATE SESSION <i>Room for 100 people</i>		SET UP - Hollow Square for 20 people with 2 rows of classroom style around Hollow Square for 80 people. - Room with enough space for : - 3 Interpretation booths - Complete AV equipment - Three screens for presentations - Coffee station inside room.	9:00 to 16:0 MEETING

DELEGATION ROOMS

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VENUE TO BE CONFIRMED			
Meeting Rooms	DAY 1 minus 1 day	DAY 1	DAY 2
MEXICAN DELEGATION ROOM <i>Room for 15 people</i>	SET UP DAY 1 minus 2 days - Conference style for 15 people - Tables along wall for office equipment	<i>MEXICAN DELEGATION</i>	<i>MEXICAN DELEGATION</i>
US DELEGATION ROOM <i>Room for 15 people</i>	SET UP DAY 1 minus 2 days - Conference style for 15 people - Tables along wall for office equipment	<i>US DELEGATION</i>	<i>US DELEGATION</i>
CANADIAN DELEGATION ROOM <i>Room for 15 people</i>	SET UP DAY 1 minus 2 days - Conference style for 15 people - Tables along wall for office equipment	<i>CANADIAN DELEGATION</i>	<i>CANADIAN DELEGATION</i>
JPAC DELEGATION ROOM <i>Room for 20 people</i>	SET UP DAY 1 minus 2 days - Conference style for 20 people - Tables along wall for food and office equipment	8:00 to 9:00 JPAC PRIVATE BREAKFAST	8:00 to 9:00 JPAC PRIVATE BREAKFAST
MINISTERS PRIVATE ROOM (VIP Room) <i>Room for 9 people</i>		SET-UP - Conference style for 9 people - Couch and/or comfortable chairs with coffee table	<i>VIP ROOM</i>
SECRETARIAT DELEGATION ROOM <i>Room for 20 people</i>	SET UP DAY 1 minus 2 days - Conference style for 20 people - Tables along wall for office equipment	<i>CEC SECRETARIAT</i>	<i>CEC SECRETARIAT</i>

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Meeting Rooms	DAY 1 minus 1 day	DAY 1	DAY 2
MEDIA ROOM <i>Room for 10 people</i>	SET UP DAY 1 minus 2 days - Conference style for 10 people. - Tables along wall for documents	MEDIA ROOM	MEDIA ROOM
GSC/SEM POCs ROOM <i>Room for 6 people</i>	- Conference style for 6 people with screen & projection	GSC/SEM POCs ROOM	GSC/SEM POCs ROOM

MEALS			
MINISTERS PRIVATE BREAKFAST	Find appropriate/private space at the hotel		8:00 to 9:00 COUNCIL PRIVATE BREAKFAST (For 5 people)
Meeting Rooms	DAY 1 minus 1 day	DAY 1	DAY 2
PUBLIC LUNCH <i>Room for 180 people</i>		LUNCH FOR PARTICIPANTS	LUNCH FOR PARTICIPANTS
COUNCIL / DELEGATIONS LUNCH <i>Room for 100 people</i>			LUNCH FOR COUNCIL & DELEGATIONS
SOCIAL EVENT TBC			19:00 to 21:00 SOCIAL EVENT (To be confirmed by host)