

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

To: "Mohammed, Riaz" <rmohammed@eei.org>

Subject: Re: [EXTERNAL] Meeting Request

Date: Fri, 19 Jul 2019 14:36:17 +0000

Importance: Normal

Inline-Images: image001.png

Great, thank you! If for any reason, the meeting participants change or there are any additions, we will need to know their name, title, and organization, no later than 24 hours before the meeting. This is a strict new policy that unfortunately, we can't make any exceptions regardless of circumstance.

Please have everyone arrive via our main entrance on C Street -- 1849 C Street NW, Washington, DC 20240. (E Street is an employee only entrance)

When you enter our main lobby, please let the security guards know you are here for a meeting with the Secretary. We will have a member of our staff escort them directly to the Secretary's Office.

Will everyone arrive together or separately (either works for us but just need to know so we can properly staff to escort)?

Will anyone need parking? If yes, I would need the car make, model, tag number and state no later than the day before. We will follow up with directions for garage parking (if needed).

I believe Mr. Kuhn has a driver. We can use yellow cones to reserve a parking spot directly in front of our building, but we cannot protect the vehicle from being ticketed by DC police. The driver will need to remain in the vehicle. Just let me know (and I would need the car make, model, and tag number).

Thank you!
Leila

U.S. Department of the Interior
Office of Scheduling and Advance
Immediate Office of the Secretary
Office: 202-208-7551

On Thu, Jul 18, 2019 at 3:44 PM Mohammed, Riaz <rmohammed@eei.org> wrote:

Hi Leila,

Thank you for your help scheduling this meeting. Attached is our completed meeting request form.

Please do not hesitate to reach out to me if you have questions or need clarification.

Thanks,

#1363306.1

Riaz

Riaz Mohammed

Manager, Environmental Programs
701 Pennsylvania Avenue, N.W.
Washington, D.C. 20004-2696
202-508-5036

rmohammed@eei.org

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From: leila_getto@ios.doi.gov leila_getto@ios.doi.gov **On Behalf Of** SIO, Scheduling
Sent: Thursday, July 18, 2019 12:20 PM
To: Mohammed, Riaz rmohammed@eei.org
Subject: Fwd: [EXTERNAL] Meeting Request

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Dear Riaz,

Thank you for taking the time to speak with me. We're confirmed for July 25th at 9:30am for a meeting with the Secretary at our office (1849 C Street NW). Can you please fill out the attached meeting request form that we ask of everyone. We'd greatly appreciate it back as soon as possible. Please make sure to include all meeting participants names, title, and organization.

Thank you for your time and help!

#1363306.2

Leila

Leila Getto

U.S. Department of the Interior

Immediate Office of the Secretary

Deputy Director, Scheduling and Advance

Direct: 202-208-5359; Main: 202-208-7551; Cell: 202-706-9435

Email: leila_getto@ios.doi.gov

----- Forwarded message -----

From: **Kuhn, Thomas** <TKuhn@eei.org>

Date: Tue, Jun 25, 2019 at 4:35 PM

Subject: [EXTERNAL] Meeting Request

To: david_bernhardt@ios.doi.gov <david_bernhardt@ios.doi.gov>

Cc: exsec@ios.doi.gov <exsec@ios.doi.gov>

On behalf of EEI and its member companies, please find attached a letter requesting a meeting next month when a group of our CEOs will be in town.

#1363306.3