

Event Information Form

This form has been designed to assist in planning participation in events and activities.
This is not a confirmation of attendance.

Basic Background

Name of Event	Insights into Environmental Law & Policy: A Conversation with Key Regulators
Sponsoring Organization	Hunton Andrews Kurth
Date of Event	10/24/2018
Time of Event	12:30 pm
Expected time of remarks or participation by EPA Official	2:00 pm
Location (please include city/town and street address)	Hunton Andrews Kurth LLP 2200 Pennsylvania Ave. NW Washington, DC 20037
Directions to the event (if appropriate, please also include relevant information about parking, the specific building, and best entrance to use)	
Where to meet POC	Hunton Andrews Kurth reception lobby, 9 th Floor

Event Description and Role of the EPA official

Brief description or outline of the event	Discussion with regulators
Brochure, invitation and/or other event material(s)	<u>Insights Event invitation</u>
Agenda and order of speakers and biography/information of other speakers	Agenda not finalized yet. Other speakers listed in event invitation at link above
Name of person introducing EPA Official	Allison Wood
Basic information about the role of the EPA official at the event. (For example, will they serve as a keynote speaker? Participate on a panel? Take part in a press conference? Tour a facility?)	One-hour discussion—opening remarks, questions from Moderator Allison Wood, and questions from audience. (This is flexible – we will accommodate Ms. Gunasekara’s preferences, if different.)
If the EPA official is a featured speaker, which topic(s) should they address and how long?	Clean Air Act regulatory developments, 1 hour (including Q&A)
What rules would the audience like to hear about?	Major CAA rules
Will there be time for Q&A? If so, who will be moderating?	Yes, Ms. Wood
Do you have a sense of the types of questions that may be asked?	No
Recommendations on the use of visuals/PowerPoint. Should the EPA official plan on using a PowerPoint Presentation?	No
What is the physical layout of the room (e.g. size, and format of the interaction; podium, seated in armchair dialogue, or at a table, etc.)	Large conference room, “classroom style,” speaker table upfront

About the Audience

Please tell us about the make-up of the audience for the event:	Companies affected by CAA regulations
Expected number in attendance at the event	50-100
Will it be largely members of your organization?	No
Will others be in attendance? If so, who will be at the event? (General public, Businesspeople, Educators, Families, Students – what grade level, Children – how old)	Primarily business people
Others? (Please describe)	
Is the event open to press?	No

Contact Information

Your name:	Makram Jaber
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Best way to reach you at the event?	Cell phone and/or e-mail

EPA Contact Person

Emily Atkinson, Administrative Speech Coordinator: 202-564-1850

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