

From: Allison Kajs <KajsA@api.org>

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

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

Subject: RE: [EXTERNAL] Letter of Invitation for the Secretary

Date: Tue, 11 Feb 2020 18:30:21 +0000

Importance: Normal

Thank you both!

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

Sent: Tuesday, February 11, 2020 12:35 PM

To: Allison Kajs <KajsA@api.org>

Cc: Scheduling SIO <scheduling_sio@ios.doi.gov>; Skyler Zunk <skyler_zunk@ios.doi.gov>

Subject: Fwd: [EXTERNAL] Letter of Invitation for the Secretary

Hi Allison! Thank you for your email. My colleague Skyler manages the Secretary's invitations and will follow up with any questions. Thank you for your patience. Leila

Leila Getto

U.S. Department of the Interior

Immediate Office of the Secretary

Deputy Director, Scheduling and Advance

Direct: 202-208-5359; Main 202-208-7511; Cell: 202-706-9435

Email: leila_getto@ios.doi.gov

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

From: **Allison Kajs** <KajsA@api.org>

Date: Tue, Feb 11, 2020 at 11:00 AM

Subject: RE: [EXTERNAL] Letter of Invitation for the Secretary

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

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

Hi Leila,

Attached is the final Event Request Form approved by our team at API. Please let us know if you have any questions or need any additional information.

We really appreciate your help!

Best,

Allison Kajs

Operations Specialist

American Petroleum Institute

200 Massachusetts Ave, NW

Washington, DC 20001

202-682-8058 | 940-733-8212 (c)

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KajsA@api.org

From: Getto, Leila <leila_getto@ios.doi.gov>
Sent: Monday, February 3, 2020 1:09 PM
To: Allison Kajs <KajsA@api.org>
Cc: Scheduling SIO <scheduling_sio@ios.doi.gov>
Subject: Fwd: [EXTERNAL] Letter of Invitation for the Secretary

Hi Allison!!!! It's great to hear from you!

Can I trouble you for a little more information by filling out the attached form that we ask of everyone? I greatly appreciate your time and help.

Thank you!
Leila

Leila Getto
U.S. Department of the Interior
Immediate Office of the Secretary
Deputy Director, Scheduling and Advance
Direct: 202-208-5359; Main 202-208-7511; Cell: 202-706-9435
Email: leila_getto@ios.doi.gov

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

From: Allison Kajs <KajsA@api.org>
Date: Fri, Jan 31, 2020 at 3:09 PM
Subject: [EXTERNAL] Letter of Invitation for the Secretary
To: leila_getto@ios.doi.gov <leila_getto@ios.doi.gov>

Hi Leila,

It is been way too long, but I hope that all is well!

I recently took a new job to join Amanda Eversole's team at API. Part of my new role is assistant with the Board of Directors events and our CEO, Mike Sommers, is extending an invitation to Secretary Bernhardt to speak at our Board of Directors meeting on March 26, 2020 at the St. Regis Hotel in Washington, D.C. I was delighted to hear from our CEO's Executive Assistant, Susan Tackish, that you were our contact at the Department of the Interior. I am so glad that our circles could cross again!

Attached is the invitation that went out in the mail today. As it mentions, our meeting runs from 10:00am to 12:00pm but we are flexible when it comes to the exact speaking time slot.

Please feel free to give me a call if you have any questions. Would love to grab lunch sometime soon if you have the time!

Best,

Allison Kajs
Operations Specialist
American Petroleum Institute

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