



## ADMINISTRATOR SCOTT PRUITT EVENT REQUEST FORM U.S. Environmental Protection Agency

<b>Deadline for Acceptance:</b>	<u>N/A</u>
<b>Requesting Individual / Affiliation:</b>	<u>Society of Independent Gasoline Marketers of America (SIGMA)</u>
<b>Event Title:</b>	<u>SIGMA Annual Conference</u>
<b>Event Date:</b>	<u>November 8, 2017</u>
<b>Is the Above Date Flexible:</b>	<u></u>
<b>Event Time &amp; Duration:</b>	<u>2.00 pm – Reception with Board Members from SIGMA and NATSO 3.00pm – 4.30pm Opening General Session (details below under flow/agenda) 6.00 pm – 7.30pm Invited to the SIGMA Welcome Reception for the Conference at the Museum of Contemporary Art – <i>not obligated</i></u>
<b>Type of Event:</b>	<u>Annual Conference</u>
<b>Purpose of the Event:</b>	<u>Brief Description</u>
<b>Role of the Administrator:</b>	<u>Speaking Engagement in conversation with Brad Puryear, General Counsel for Mansfield Energy and SIGMA's 1<sup>st</sup> Vice President &amp; Chairman of SIGMA Legislative Committee</u>
<b>Requested Presentation Topic, if Speaking Involved:</b>	<u>The Current State of the EPA and the Effects on the Fuels Industry</u>
<b>Requested Presentation Format:</b>	<u>"Fireside Chat" style conversation (if needed, PowerPoint is available, not required)</u>
<b>Speech/Presentation Duration:</b>	<u>45 – 60 minutes</u>
<b>Would You Consider a Surrogate:</b>	<u></u>
<b>Event Location:</b>	<u>The Westin Michigan Avenue 909 North Michigan Avenue, Chicago, IL 60611 312.943.7200 (main line) Great Lakes Ballroom, (Level 2)</u>
<b>Event Audience:</b>	<u>Approximately 300, SIGMA Annual Conference Attendees – industry focused audience.</u>
<b>Event Host(s)/Organizer(s):</b>	<u>SIGMA</u>



Host(s)' Relationship to EPA:

Stakeholder

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**U.S. Environmental Protection Agency**

3.00 pm – opening remarks and self-introductions of SIGMA members in the room  
Approx. 3.25 pm – introduction of Administrator by Brad Puryear; Brad will welcome the Administrator to the stage  
Approx. 3.25 pm – 4.20 pm – time available for on stage conversation (this includes any Q&A time and is approximate; it can go shorter based on the Administrator's preference)  
4.25 pm - closing remarks  
4.30 pm – end  
*Further detailed information will be sent as small details are confirmed.*

**Run of Show/ Agenda:**

**Is there a Hold Room Available for the Administrator?**

Yes – details confirmed through Cheryll Decker, Director of Meetings SIGMA, 703.375.0481

**Open Press/Closed Press?**

Open to Selected Press – we can provide a list of those attending (only press that is registered through SIGMA can attend or those you request to be given access)

**Dress Code:**

Business

**Teleprompter Available:**

No

**Microphone / Room Setup:**

Lavalier/Lapel mic; Room diagram attached for setup of Great Lakes Ballroom (both diagram and birds eye view)

**Honorable Guests Attending:**

SIGMA & NATSO Board Members, Owners and CEOs of petroleum marketing companies

**Notable Federal, State or Local Appointed or Elected officials attending:**

None

**Individual Introducing Administrator:**

Dave Baker, President of SIGMA and/or Brad Puryear (Brad will be the one joining the Administrator on stage)

**Person to contact for media purposes:**

Amy Rider, Director of Communications, 703.375.0485, 703.517.3171

**Is this event held Weekly, Monthly, Annually?**

Annually

**Day of Event Point of Contact:**

Liz Menz, Director of Education, SIGMA, 703.375.0483, 314.616.3907  
Secondary: Cheryll Decker, Director of Meetings, SIGMA 703.375.0481, 571.235.7490

**Security Contact:**

Nicole Spranger, Meeting & Event Manager, The Westin Michican Avenue – 312.649.7456

**Suggested Entrance/ Exit to Event Venue:**

Please Contact Nicole Spranger for best entrance/exit information at the venue



Is the host of the event a registered 501(c)(3),  
(4), or has a 527 Political Action Committee  
(PAC):

**ADMINISTRATOR SCO**  
**U.S. Enviro** No, SIGMA is a 501(c)6

Will there be a "gift" presented to the  
Administrator? If so, what is the US  
currency value of the gift?

No

Will a meal be provided, if so what is the US  
currency value?

No

*Please return this form completed to [scheduling@epa.gov](mailto:scheduling@epa.gov) and Aaron Dickerson at [dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)*