

audience (*attorneys, business owners, veterans, students etc.*): 15 people  
Oil and Gas producers, Trade Association heads

Please indicate your request for the topic of the Administrator's remarks, if applicable:

Please list any special guests, elected officials, or other dignitaries who are invited or are expected to attend:

Please list any other speakers at this event:

Is this event open to the media?:

NO

Please list a point of contact for the day of the event, including a cell phone number and e-mail address for the contact:

If applicable, please list the name(s) and contact information of the person(s) who will greet the Administrator upon arrival, including a cell phone number and e-mail address for each contact:

Please list any special information or directions, such as ongoing construction, specific points of entry, or parking instructions, about the event or location:

Please list below any other relevant information such as agendas, background information or other relevant information about the event. (*Information may also be attached and submitted with this form.*)

Please include a contact number for the event location:

Please indicate whether this event is held weekly, monthly or annually:

Please indicate the attire for this event (*business, formal, casual, etc.*):

business

Please list any agencies, businesses, schools or universities, or other organizations that may be sponsoring or co-sponsoring this event:

DEPA

Please provide the security contact if contracted or head of security for event location:

**To:** Thomas, Paula[Thomas.Paula@epa.gov]; Ellison, Mardiko[Ellison.Mardiko@epa.gov]; Vogel, Carol[Vogel.Carol@epa.gov]; Smoot, Nicole[Smoot.Nicole@epa.gov]  
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**From:** Phillips, Anna  
**Sent:** Tue 8/8/2017 11:10:11 AM  
**Subject:** Fw: URGENT: Fiscal Data Needed for EPA ADMIN AUSTRALIA 2017: Revised Fund Cite Fund Cite for EPA Administrator to Australia September 2017 REVISED.doc

All -- Just a reminder that fiscal data from OECA and AO is urgently needed for the attached fund cite supporting the Administrator's upcoming travel to Australia as requested in my previous message (attached below).

Please note that the U.S. Embassy in Canberra needs this information in order to confirm vehicle bookings so we need to send this to them in final form as soon as possible.

Many thanks, as always, for your help in finalizing the fund cite and please let me know if you have questions.

Best,  
Anna

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**Anna Phillips**

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**From:** Phillips, Anna  
**Sent:** Friday, August 4, 2017 12:28 PM