



EPA ADMINISTRATOR MEETING INFORMATION FORM

This form assists in planning participation in meetings. Please be complete to minimize need for follow up. This is not a meeting confirmation.

Meeting Logistics

Requesting individual/organization:	(Please identify the person(s) (name and affiliation) requesting the meeting, including any background information on the affiliated organization(s).) Note if this is an EPA hosted or co-hosted event.
Contact information:	Mark Johnson, Vice President Government Affairs Mark.Johnson@toyota.com
Title of the meeting:	Introductory Meeting with Mark Templin, Toyota COO
Describe the proposed meeting topic/agenda, provide available briefing materials:	Mr. Templin has recently been promoted to lead the North American Operations and would like to talk with the Administrator about Electric Vehicle Mandates and the impact they have on customer choice
Describe the action sought from the meeting and/or identify desired outcome(s):	N/A
Proposed meeting date and time (if date is flexible please indicate the range):	2/25/2005
Requested length of time:	30 mins
Please explain any time sensitivity that impacts the date of the meeting, such as court-ordered or statutory deadline:	
Proposed meeting location:	EPA HQ
If the Administrator is unable to meet, is a surrogate desired? If yes, who specifically?	
Are you planning to issue a press-statement on this meeting?	No
Will you be requesting photography from the meeting?	No



EPA ADMINISTRATOR MEETING INFORMATION FORM

This form assists in planning participation in meetings. Please be complete to minimize need for follow up. This is not a meeting confirmation.

Meeting Participants

Expected meeting participants:	<i>(-Name, organizational affiliation, email address. Please use the format in the table below)</i>	
	<i>-Name, organizational affiliation</i>	<i>Email with “;” at the end</i>
	<i>Mark Templin</i>	<i>Mark.Templin@toyota.com</i>
	<i>Steve Ciccone</i>	<i>Stephen.ciccone@toyota.com</i>
Are any expected meeting participants federally registered lobbyists or lobbying organizations? (If yes, please identify.)	<i>Yes, Steve Ciccone</i>	
Are any expected meeting participants a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)	<i>No</i>	
Do any expected meeting participants seek or currently have any business interests with the Agency such as permits, contracts, litigation, grants, etc.? (If yes, please identify.)	<i>No</i>	

Background for the Meeting

Will the meeting involve legislation, broad policy options, or other general matters that involve a large and diverse range of persons and interests? (If yes, please describe.)	<i>Possible Congressional Review Act</i>
Will the meeting involve regulations, rules, or other matters that impact a specific industry, sector of the economy, or group of persons? (If yes, please describe.)	



EPA ADMINISTRATOR MEETING INFORMATION FORM

This form assists in planning participation in meetings. Please be complete to minimize need for follow up. This is not a meeting confirmation.

Will the meeting involve a litigation matter, a permit, a grant, a contract, or any other matter that involves specific parties? (If yes, please identify the matter and list the specific parties.)	
Any additional notes or information?	

Technology for Virtual Meetings

Preferred Virtual Meeting Platform?	
Do you use Microsoft Teams?	
Disclaimer for recording the meeting.	

Please return this completed form to [[HYPERLINK "mailto:zeldinscheduling@epa.gov"](mailto:zeldinscheduling@epa.gov)], and copy [[HYPERLINK "mailto:brown.ashley@epa.gov"](mailto:brown.ashley@epa.gov)]