

# Event Information Request Form

To ensure that the appropriate individual within the Department of the Interior is participating at your event and because the Office of the Secretary is committed to maintaining the highest ethical standards, we need the information requested below before we can agree to confirm a speaker or as an attendee at an external event.

**Please respond to the questions below and send your response to [scheduling\\_interior@ios.doi.gov](mailto:scheduling_interior@ios.doi.gov).** Providing detailed responses and including all requested attachments in one single submission will assist with a timely turnaround.

If you have any questions, you may contact Lucy Herrington at (202) 431-0623

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| <b>Event Date:</b><br>Please note if the date is flexible                                            | March 19, 2025                                                                                                                                                                                         |                                                                             |
| <b>Event Title:</b><br>Please note if the event is weekly, monthly, annual, etc.                     | American Horizons: a conversation with Interior Secretary Doug Burgum and Breitbart's Matthew Boyle                                                                                                    |                                                                             |
| <b>Event Time:</b>                                                                                   | <b>Event Total Time:</b> 9 AM - 11 AM<br><b>Exact Speaking Time:</b> 30-45 minutes<br><b>Speech/Remarks Length:</b> N/A                                                                                |                                                                             |
| <b>Event Location:</b>                                                                               | <b>Virtual Platform:</b><br><b>Link:</b><br><i>OR</i><br><b>Venue:</b> Waldorf Astoria — "The Library"<br><b>Address:</b> 1100 Pennsylvania Avenue NW<br><b>City &amp; State:</b> Washington, DC 20004 |                                                                             |
| <b>Contact information:</b><br>Identify if organizing and day of contact(s) is the same or different | <b>Organizing Contact(s):</b><br><b>Name:</b> Matt Sparks<br><b>Email:</b> <a href="mailto:sparks@buildalfa.org">sparks@buildalfa.org</a><br><b>Phone:</b> (b)(6)                                      | <b>Day of Contact(s):</b><br><b>Name:</b><br><b>Email:</b><br><b>Phone:</b> |

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| <b>Brief event description and purpose:</b>                                                                                                                                                                                                                      | <b>Description (please identify whether the event is a fundraising event):</b> An “on the record” conversation with Secretary Burgum and Breitbart media’s Matthew Boyle.<br><br><b>Purpose:</b> To understand the priorities of the Department of the Interior’s energy policies. |
| <b>Identify the desired role of the Secretary.</b>                                                                                                                                                                                                               | <b>Roles (select one):</b><br>Keynote<br>Panelist<br>Brief Remarks (opening/closing)<br>Attendee <i>Only</i><br><b>Other:</b> <i>One on one conversation with Breitbart’s Matthew Boyle</i>                                                                                        |
| <b>If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?</b>                                                                                                                            | N/A                                                                                                                                                                                                                                                                                |
| <b>If the Secretary is not able to attend, is a surrogate desired?</b><br><br>If yes, anyone specific?                                                                                                                                                           | No                                                                                                                                                                                                                                                                                 |
| <b>HOST AND SPONSOR</b>                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                    |
| <b>Who are the <u>event host(s)</u>?</b><br>Please identify and provide background on the event host(s) as well as any other organization involved in the Event.                                                                                                 | <b>Host(s):</b> <ul style="list-style-type: none"> <li>• Breitbart media</li> <li>• ALFA Institute</li> <li>• CGCN</li> </ul> <b>Background:</b>                                                                                                                                   |
| <b>Is the <u>event host</u> a registered lobbyist or lobbying organization, registered under the Foreign Agents Registration Act, partisan political candidates; and/or a representative of a partisan political party or group?</b><br>If yes, please identify. | Yes, the CGCN is a registered lobbying organization.<br><br>Additionally, the ALFA Institute is a 501(c)(4) group.                                                                                                                                                                 |

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| <p><b>Is the event <u>host</u> seeking or does it currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.?</b></p> <p>If yes, please describe.</p>                                                                                            | No                                                                                                                                                                            |
| <p><b>Who are the <u>sponsors</u> of the event?</b></p> <p>Please identify and provide background information on the individual and/or entity.</p>                                                                                                                                                   | <p><b>Sponsors(s):</b></p> <ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> </ul> <p><b>Background:</b></p>                                                   |
| <b>AUDIENCE</b>                                                                                                                                                                                                                                                                                      |                                                                                                                                                                               |
| <p><b>Approximately how many people are expected to attend the event?</b></p>                                                                                                                                                                                                                        | 100                                                                                                                                                                           |
| <p><b>Please describe the target audience of the event:</b><br/>elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.</p>                                                                                                             | Industry representatives, congressional staffers, non-profits, influence makers.                                                                                              |
| <p><b>Will the attendees at the event include persons with a diversity of views or interests, or representatives from throughout an industry or profession, or the range of persons interested in a matter?</b></p> <p>If yes, please describe.</p>                                                  | The attendees will interested in hearing about the Secretary's priorities and will likely be involved in energy policy.                                                       |
| <p><b>Other Invited/Confirmed Participants:</b></p> <p>1. Please list and identify other VIPs or speakers <u>confirmed/invited</u> and in what role.</p> <p><b>*If Applicable:</b> please list and identify other Department personnel that have been <u>invited/confirmed</u> and in what role.</p> | <p><b><u>Confirmed:</u></b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b><u>Invited:</u></b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> |
| <p><b>Is the event open to the public?</b></p> <p>If not, please describe who is invited.</p>                                                                                                                                                                                                        | The event will be open to the public but given space restraints we will cap attendance to 100.                                                                                |
| <b>REMARKS</b>                                                                                                                                                                                                                                                                                       |                                                                                                                                                                               |

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| <p><b>What is the set-up for the remarks and/or discussion?</b> Will he be sharing the stage, moderated discussion, Q&amp;A session, etc.</p> <p><i>*PLEASE ATTACH</i> the event schedule outlining any speaking order and remark timetables. A draft version works well.</p> | <p>It will be a live discussion between Matthew Boyle and the Secretary. There will be no audience Q&amp;A with the Secretary.</p>                                                                                                                                                                                                                                                                         |
| <p><b>What is the public registration/ticket fee to attend/participate in the event?</b></p>                                                                                                                                                                                  | <p>The event is free of charge for the attendees.</p>                                                                                                                                                                                                                                                                                                                                                      |
| <b>COMMUNICATIONS</b>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Is the event open or closed to press?</b></p>                                                                                                                                                                                                                           | <p>Open press.</p>                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>If open, are you expecting local, trade, state, or national news coverage?</b></p>                                                                                                                                                                                      | <p>We expect trade media to register to attend.</p>                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>If this is an annual event, which news outlets typically cover the event?</b></p>                                                                                                                                                                                       | <p>No.</p>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Will you be advertising or live streaming the event on any social media outlets?</b></p> <p>If yes, please explain.</p>                                                                                                                                                 | <p>Yes, it will be advertised and streamed on <a href="http://breitbart.com">breitbart.com</a>. Additional advertising social media is also likely through the ALFA Institute.</p>                                                                                                                                                                                                                         |
| <b>LOGISTICS/OTHER*</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Please supply any other pertinent background information for the event</b>, including <i>draft agendas</i>, event website, promotional/ advertising materials, outreach plan, history of the event, prior attendance by DOI officials, etc.</p>                         | <p><b>9 AM - 9:25 AM:</b> Guests arrive. Networking and coffee.</p> <p><b>9:25 AM - 9:27 AM:</b> Welcome remarks</p> <p><b>9:30 AM - 10 AM:</b> Secretary Burgum and Matthew Boyle conversation on stage</p> <p><b>10:10 AM - 10:45 AM:</b> Panel discussion. Participants TBD</p> <p><b>10:50 AM:</b> Closing remarks</p> <p><b>11:00 AM:</b> Program concludes</p> <p style="text-align: right;">###</p> |



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| <b>What does the invitation include:</b><br>registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; award; memento or token of appreciation; and/or travel (ground or air transportation, hotel, etc.).                                                                                                     | Invitation includes coffee, breakfast pastries, and attendance for the event.      |
| <b>Does all or part of the invitation to the Secretary extend to other Department staff such as security, advance, and/or those staff essential to the Secretary's participation in the event?</b><br><br>If yes, please identify.                                                                                                                                        | Yes. The Secretary is welcome to activate any personnel needed for his attendance. |
| <b>Does the invitation include a plus one?</b><br><br>If yes, will others in attendance generally be accompanied by a spouse or other guest?                                                                                                                                                                                                                              | No.                                                                                |
| <b>What is the monetary value of the invitation offered to the Secretary (and his plus one and/or essential staff as appropriate)?</b><br><br>Please identify how the monetary value was determined, including any travel costs, registration/ticket fee to attend/participate in the event, entertainment, meal costs, etc. (Please attach separate sheet if necessary.) | None.                                                                              |
| <b>Any additional notes or information?</b>                                                                                                                                                                                                                                                                                                                               | No.                                                                                |

**\*IMPORTANT NOTE: The purpose of these questions is to elicit information relevant to the ethics analysis and is not a solicitation or request for anything of value by the Department or any of its employees.**