



## ***Meeting Request Form for Administrator Scott Pruitt***

**Today's Date:**

**Requesting Office:**

**Title of the Meeting:**

**Purpose:**

**Role of the Administrator:**

**Background:**

**Last possible date for the meeting**

**Is the meeting urgent and if so why?:**

**Requested Time Length:**

**EPA Staff (Required):**

**EPA Staff (Optional):**

**External Participants:**

**Teleconference Required?:**

**Video Conference Required?:** *(If so please provide the conference room name to be used for video connection)*

**Point of Contact for the Meeting:**

*NOTE: Meeting request forms should be submitted to [[HYPERLINK "mailto:scheduling@epa.gov"](mailto:scheduling@epa.gov)], with a copy to Aaron Dickerson at [[HYPERLINK "mailto:dickerson.aaron@epa.gov"](mailto:dickerson.aaron@epa.gov)], and the AO Special Assistant who covers your office. All briefing material must be sent to your AO Special Assistant by 3:00 pm two days before your meeting, or to OCIR 48 hours in advance. If briefing materials are not submitted on time, we may need to reschedule your briefing.*