

From: "SIO, Scheduling" <scheduling_sio@ios.doi.gov>
To: "Mohammed, Riaz" <rmohammed@eei.org>
Cc: Timothy Williams <timothy_williams@ios.doi.gov>
Subject: Re: [EXTERNAL] Meeting Request
Date: Tue, 30 Jul 2019 12:27:16 +0000
Importance: Normal

Hi Riaz! You can send it to our executive secretariat office - exsec_exsec@ios.doi.gov. Thank you! Leila

U.S. Department of the Interior
Office of Scheduling and Advance
Immediate Office of the Secretary
Office: 202-208-7551

On Mon, Jul 29, 2019 at 4:36 PM Mohammed, Riaz <rmohammed@eei.org> wrote:

Hi Leila,

Thank you again for all your help.

What would be the best way to get a thank you note to the secretary?

Thanks,

Riaz

Sent from my iPhone

On Jul 23, 2019, at 10:45 AM, SIO, Scheduling <scheduling_sio@ios.doi.gov> wrote:

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Hi Riaz! I need to get the final list of names including any EEI staff accompanying asap this morning. Again, you're welcome to send extra names (in case someone is out sick/unexpectedly) but I can't add anyone to the meeting regardless of circumstance after today. Thank you for your understanding.

U.S. Department of the Interior
Office of Scheduling and Advance
Immediate Office of the Secretary
Office: 202-208-7551

On Thu, Jul 18, 2019 at 3:44 PM Mohammed, Riaz <rmohammed@eei.org> wrote:

Hi Leila,

Thank you for your help scheduling this meeting. Attached is our completed meeting request form.

#1364118.1

Please do not hesitate to reach out to me if you have questions or need clarification.

Thanks,

Riaz

Riaz Mohammed

Manager, Environmental Programs
701 Pennsylvania Avenue, N.W.
Washington, D.C. 20004-2696
202-508-5036

rmohammed@eei.org

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<image001.png>

From: leila_getto@ios.doi.gov leila_getto@ios.doi.gov **On Behalf Of** SIO, Scheduling
Sent: Thursday, July 18, 2019 12:20 PM
To: Mohammed, Riaz rmohammed@eei.org
Subject: Fwd: [EXTERNAL] Meeting Request

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Dear Riaz,

#1364118.2

Thank you for taking the time to speak with me. We're confirmed for July 25th at 9:30am for a meeting with the Secretary at our office (1849 C Street NW). Can you please fill out the attached meeting request form that we ask of everyone. We'd greatly appreciate it back as soon as possible. Please make sure to include all meeting participants names, title, and organization.

Thank you for your time and help!

Leila

Leila Getto
U.S. Department of the Interior
Immediate Office of the Secretary
Deputy Director, Scheduling and Advance
Direct: 202-208-5359; Main: 202-208-7551; Cell: 202-706-9435
Email: leila_getto@ios.doi.gov

----- Forwarded message -----

From: **Kuhn, Thomas** <TKuhn@eei.org>
Date: Tue, Jun 25, 2019 at 4:35 PM
Subject: [EXTERNAL] Meeting Request
To: david_bernhardt@ios.doi.gov <david_bernhardt@ios.doi.gov>
Cc: exsec@ios.doi.gov <exsec@ios.doi.gov>

On behalf of EEI and its member companies, please find attached a letter requesting a meeting next month when a group of our CEOs will be in town.

#1364118.3