

Meeting Information Request Form

To ensure that the appropriate individual within the Department of the Interior is meeting with you on a given matter 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 schedule a meeting.

Please respond to the questions below and send your response to scheduling_interior@ios.doi.gov. Providing detailed responses and including any written materials you would like shared in advance of the meeting in a single submission will assist with a timely response.

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

Requesting individual/organization: Please identify the person(s) name and affiliation) requesting the meeting, including any background information on the affiliated organization(s).		
Contact information (Name, Email, Phone): Identify if organizing and day of contact(s) is the same or different	Organizing Contact(s): Name: Email: Phone:	Day of Contact(s): Name: Email: Phone:
Proposed meeting date (if date is flexible please indicate a proposed date range): Please identify any time sensitivity that impacts the date of the meeting, such as court-ordered or statutory deadline:		
PARTICIPANTS		
Expected meeting participants (name, title, and organizational affiliation):		
Are any expected meeting participants registered lobbyists or lobbying organizations, and/or registered under the Foreign Agents Registration Act? (If yes, please identify.)		
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.)	
MEETING TOPIC(S)	
Describe the proposed meeting topic/ agenda, provide available briefing materials, and identify desired outcome(s):	
Please describe the action sought from the Office of the Secretary:	
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.)	
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.)	
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.)	
With which Bureau(s) or Office(s) does the proposed meeting agenda most align? (Please list all, if more than one.)	
LOGISTICS/OTHER*	
Please supply any other pertinent background information for the meeting. Draft agenda, organization website, prior engagement with DOI officials, etc.	
If the Secretary is unable to meet, is a surrogate desired? If yes, anyone specific?	
Any additional notes or information?	