

Briefing Memo for Administrator Pruitt

U.S. Environmental Protection Agency
Washington, D.C

Tuesday, March 14, 2017

EEI Spring 2017 Board of Directors Meeting
Delivering 30-minute address

Location: Mandarin Oriental – 1330 Maryland Avenue SW, Washington DC 20024
Ballrooms A & B located one level below the lobby.

YOUR Time: 9:30AM – 10:15AM

POC: Jim Owen – 202.256.8447

Audience: 250 industry executives

I.BACKGROUND

- Edison Electric has invited the **YOU** to speak at their Spring Board meeting.
- EEI is a Washington based trade association that represents all the nation's investor – owned electric companies.


II.TIMELINE

- **9:30AM – 9:45AM** – Administrator meets with Sean Trauschke (CEO of OG&E) and Nicholas Atkins (CEO of American Electric) in Freer Room (hold room next door to ballroom).
 - Administrator will also be getting prepped and mic'd up at this time.
- **9:45AM – 10:15AM** – Sean Trauschke introduces the Administrator
- Administrator speaks for 15 – 20 minutes then takes 10 minutes of questions. *He should be leaving the stage at 10:15. [Closed press]*

III. PARTICIPANTS

- Quin Shea – will meet YOU upon arrival (bio attached)
- Tom Kuhn – president of Edison Electric Institute (bio attached)
- Jim Owen – point of contact for event (bio attached)
- Sean Trauschke – CEO of OG&E (bio attached)
 - Will be introducing Administrator and will meet him in the Freer Room (hold room) prior. Knows well from OK.
- Nicholas Atkins – CEO of American Electric (bio attached)

III. SECURITY

 has contact info for security teams at the hotel and the team contracted by EEI.

Torchstone Global

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- Administrator should be picked up and dropped off at the Main Avenue entrance. It is closest to the hold room and ballroom.
- Audience will not have the opportunity to approach the Administrator but it is possible there may be loiterers outside the ballroom.

IV. SPEECH/TALKING POINTS

- Audience of 250 with 50 – 55 industry CEOs also in attendance
- John has been given materials for speech which will be provided separately

V. MEDIA

- Closed press.
- John will be securing pictures for social media.

VI. ATTACHMENTS

Schedule
Background
Possible questions
Talking points

VII. MISC.

- Staff does not need credentials.
- Coffee will be available in the hold room (Freer Room).
- Travel time to and from hotel is .7 miles (about 7 minutes).