



**ADMINISTRATOR SCOTT PRUITT EVENT REQUEST FORM**  
**U.S. Environmental Protection Agency**

**Deadline for Acceptance:** March 20, 2018

**Requesting Individual / Affiliation:** NOIA

**Event Title:** Annual Meeting

**Event Date:** April 11-13, 2018

**Is the Above Date Flexible:** NO

**Event Time & Duration:** Starting Wed. April 11 at 1:00pm concludes April 13 at noon

**Type of Event:** Annual Meeting  
NOIA Annual Conference, the Administrator would speak to the members about his priorities and initiatives

**Purpose of the Event:** \_\_\_\_\_

**Role of the Administrator:** Keynote ,speaker

**Requested Presentation Topic, if Speaking Involved:** Administrator's Choice: Note NOIA members are all involved in offshore energy development

**Requested Presentation Format:** Keynote,

**Speech/Presentation Duration:** 30 minutes Q&A if willing

**Would You Consider a Surrogate:** The Deputy (hopefully will be in place) would work, but strong preference for the Administrator

**Event Location:** The Ritz Carlton Hotel  
1150 22<sup>nd</sup> Street  
Washington, DC  
Room Name-TBD

**Event Audience:** 175 senior level executives of the oil & gas industry

**Event Host(s)/Organizer(s):** NOIA

**Host(s)' Relationship to EPA:** none

**Run of Show/ Agenda:** Provide full agenda of the event, including events immediately following the Administrator speaking.

**Is there a Hold Room Available for the Administrator?** Yes if requested



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**Open Press/Closed Press?** Closed to press

**Dress Code:** Business.

**Teleprompter Available:** NO

**Microphone / Room Setup:** TBD

**Honorable Guests Attending:** TBD

**Notable Federal, State or Local Appointed or Elected officials attending:** Name & Title

**Individual Introducing Administrator:** TBD

**Person to contact for media purposes:** NA

**Is this event held Weekly, Monthly, Annually?** Annually

**Day of Event Point of Contact:** Ann Chapman VP Conferences NOIA  
910599-0057

**Security Contact:** Ritz Carlton Hotel Security

**Suggested Entrance/ Exit to Event Venue:** TBD

**Is the host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC):** Yes

**Will there be a "gift" presented to the Administrator? If so, what is the US currency value of the gift?** No

**Will a meal be provided, if so what is the US currency value?** TBD

*Please return this completed form to Hayley Ford at [ford.hayley@epa.gov](mailto:ford.hayley@epa.gov)*