



EPA ADMINISTRATOR EVENT INFORMATION FORM

This form assists in planning participation in events and activities. Please be complete to minimize need for follow up. This is not a confirmation of attendance.

Basic Background

Event official title:	American Petroleum Institute March 2025 Board of Directors Meeting
Event host(s)/organizer(s):	American Petroleum Institute
Event date (flexible?):	March 20, 2025
Time, duration, and time zone of event:	8:00 a.m. – 11:00 a.m. Exact timing for remarks within the full event can be flexible depending on the Administrator's schedule.
Deadline for acceptance:	
Will you accept a surrogate?	No.
Event location and physical address:	API Headquarters 200 Massachusetts Ave NW Washington, DC 20001
Type of event:	Board Meeting
Host(s) relationship to the EPA?	Trade Association with member companies whose businesses are significantly impacted by EPA activities
Event sponsor(s):	N/A

Event Description and Role of the EPA Official

Purpose of event:	API's March Board of Directors Meeting brings together chief executives from across the oil and natural gas industry for off-the-record discussions with policymakers, industry thought leaders and API leadership. Administrator Zeldin is invited to address the Board in this off-the-record setting to share his views on the Administration's priorities and efforts to restore U.S. energy leadership and protect consumer choice.
Brochure/website/invitation/ and/or other event materials:	Original invitation attached. No external facing materials are created for this event.
Run of show/agenda:	Agenda is still being finalized based on outstanding invitations. Full agenda + run of show to be provided in advance of the event.
Timing for EPA official's role:	Flexible depending on availability between 8:30 a.m. and 11:00 a.m.
Role of the EPA official at the event:	Remarks to API Board of Directors & short Q&A
Requested presentation topic (if speaking):	Methane Regulations, Tailpipe Rules, Renewable Fuels Standard, E15, California's Waiver Request for Advanced Clean Trucks (ACT) and Advanced Clean Fleets
Requested presentation format:	Short remarks and Q&A from Board members



EPA ADMINISTRATOR EVENT INFORMATION FORM

This form assists in planning participation in events and activities. Please be complete to minimize need for follow up. This is not a confirmation of attendance.

Name and title of person introducing EPA official:	Mike Sommers, President & CEO, API or Amanda Eversole, Executive Vice President & Chief Advocacy Officer, API
Audience make up?	75 expected attendees – members of the Board include chief executives from across the oil and gas value chain, including operators as well as service, supply and technology providers (drilling contractors, solutions providers, etc.). Additional attendees include senior API leaders and Board members are able to bring a senior government affairs professional from their companies.
Event held weekly, monthly, annually?	API's Board meets twice annually – once in March in Washington, DC, and once in November as part of API's Joint Board and Annual Meeting.

Event Preparation

Other EPA speakers?	N/A
Does EPA need to submit materials prior to event?	Speaker biography would be appreciated, if different from that publicly used by EPA.
Expected prep and timing for prep calls or meetings:	Speaker prep call available ahead of event at a time mutually convenient for EPA staff and API event leads. Typically held 1 – 2 weeks prior to event.
Registration fee charged? How much?	No fee.
Describe entity hosting EPA official:	501(c)(6)
Is the entity also a Federally Registered Lobbyist?	Yes
Are you giving a gift, award or anything else of value? Amount?	No
Are you providing a meal? Amount?	No

At the Event and Other Event Logistics

Is there a private hold room available for the Administrator?	Yes
---	-----



EPA ADMINISTRATOR EVENT INFORMATION FORM

This form assists in planning participation in events and activities. Please be complete to minimize need for follow up. This is not a confirmation of attendance.

Open press/closed press?	Closed press
Will you be issuing a press release?	No
Person to contact for media purposes:	Bethany Williams, Senior Director, Communications & Public Affairs WilliamsBA@api.org
Dress code:	Business
Room setup:	Push to talk microphones at individual seats. Board table will be configured in a hollow square shape with perimeter seating for staff.
Notable/honorable guests attending (including elected officials):	No confirmed speakers yet.
Are you recording the event? Website URL for recording (if event is recorded and posted):	No recording.
Security contact:	Ex. 6 Personal Privacy (PP)
Directions to event (include relevant information about parking, the specific building, best entrance to use)	API's building has a parking garage directly under its event space that can be utilized. An API staff member will meet you upon arrival to direct you to the event space.
Where to meet contact:	API Headquarters – Lobby area

Contact Information

Your name and position:	Jack Cramton, Vice President, Federal Relations
Phone (best & alternate):	Ex. 6 Personal Privacy (PP)
Email address:	[HYPERLINK "mailto:cramtonj@api.org"]
Mailing address:	200 Massachusetts Ave NW Washington, DC 20001
Are you the point-of-contact at the event? If not, contact details:	Yes

Please return this completed form to [HYPERLINK "mailto:zeldinscheduling@epa.gov"], and copy [HYPERLINK "mailto:brown.ashley@epa.gov"]