

Event Information Request Form

To ensure that the appropriate individual within the Department of the Interior is participating at your event 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 confirm a speaker or as an attendee at an external event.

Please respond to the questions below and send your response to scheduling_interior@ios.doi.gov. Providing detailed responses and including all requested attachments in one single submission will assist with a timely turnaround.

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

Event Date: Please note if the date is flexible	April 9, 2025	
Event Title: Please note if the event is weekly, monthly, annual, etc.	US Chamber of Commerce Critical Mineral	
Event Time: 9:30-12:30	Event Total Time: 3 Exact Speaking Time: 9:30- could move depending on his availability Speech/Remarks Length: 5-15 minutes	
Event Location:	Virtual Platform: Link: <i>OR</i> Venue: US Chamber of Commerce Headquarters Address: 1615 H Street NW City & State: Washington, DC	
Contact information: Identify if organizing and day of contact(s) is the same or different	<u>Organizing Contact(s):</u> Name: Ruth Demeter Email: rdemeter@uschamber.com Phone: (b)(6)	<u>Day of Contact(s):</u> - Name: Ruth Demeter Email: rdemeter@uschamber.com Phone: (b)(6)
Brief event description and purpose:	Description (please identify whether the event is a fundraising event): Morning summit with critical minerals stakeholders to discuss current state of federal policy surrounding critical minerals from both domestic and international perspectives. Not a fundraising event. Purpose: Convene stakeholder to discuss and develop solutions to our critical minerals supply chain crisis.	
Identify the desired role of the Secretary.	Roles (select one):	

	Brief Remarks (opening/closing)- He us welcome to speak longer if he would like- we can work around his schedule if he would prefer to deliver a Keynote
If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?	We would like the Secretary to address the current state of minerals policy in the United States and what the government can be doing to secure the domestic supply chain of critical minerals.
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	Yes, a surrogate would be welcome. Understanding we are in the early stages of staffing for the new Administration, we would welcome anyone you think would be a good match for this type of event.
HOST AND SPONSOR	
Who are the <u>event host(s)</u>? Please identify and provide background on the event host(s) as well as any other organization involved in the Event.	Host(s): • US Chamber of Commerce Background: The U.S. Chamber of Commerce is the world's largest business organization and network. Our members range from small businesses and chambers of commerce across the country to startups in fast-growing industries, leading industry associations, and global corporations.
Is the <u>event host</u> a registered lobbyist or lobbying organization, registered under the Foreign Agents Registration Act, partisan political candidates; and/or a representative of a partisan political party or group? If yes, please identify.	The chamber does employ registered lobbyists and does not represent any particular political party or group.
Is the event <u>host</u> seeking or does it currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? If yes, please describe.	No
Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.	Sponsors(s): • US Chamber of Commerce
AUDIENCE	
Approximately how many people are expected to attend the event?	100-150

Please describe the target audience of the event: elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.	100+ stakeholders, Federal agencies, Members of Congress, business leaders, and stakeholders representing the entire the critical minerals value chain including mining, processing, manufacturing technology, automotive companies and more.
Will the attendees at the event include persons with a diversity of views or interests, or representatives from throughout an industry or profession, or the range of persons interested in a matter? If yes, please describe.	Yes- we invite participants and attendees that represent a broad spectrum of industry and viewpoints as well as elected officials from both sides of the aisle.
Other Invited/Confirmed Participants: 1. Please list and identify other VIPs or speakers <u>confirmed/invited</u> and in what role. <i>*If Applicable:</i> please list and identify other Department personnel that have been <u>invited/confirmed</u> and in what role.	<u>Confirmed:</u> - Rep. Rob Wittman, Member of the U.S House Representatives, R-VA-11, Keynote - Rep. Haley Stevens, D-MI-1, Keynote <u>Invited:</u> - Secretary Marco Rubio, Secretary of State, Speaker
Is the event open to the public? If not, please describe who is invited.	Open to the public but targeted towards (and almost exclusively attended by) Chamber Members and invited guests of the Chamber.
REMARKS	
What is the set-up for the remarks and/or discussion? Will he be sharing the stage, moderated discussion, Q&A session, etc. <i>*PLEASE ATTACH</i> the event schedule outlining any speaking order and remark timetables. A draft version works well.	Podium on a Stage
What is the public registration/ticket fee to attend/participate in the event?	Free
COMMUNICATIONS	
Is the event open or closed to press?	Open to press
If open, are you expecting local, trade, state, or national news coverage?	Trade press (E&E, Politico), WSJ
If this is an annual event, which news outlets typically cover the event?	3 rd annual event, covered by energy and environment trade press

Will you be advertising or live streaming the event on any social media outlets? If yes, please explain.	Advertising on LinkedIn, X No livestreaming available.
LOGISTICS/OTHER*	
Please supply any other pertinent background information for the event, including <i>draft agendas</i>, event website, promotional/ advertising materials, outreach plan, history of the event, prior attendance by DOI officials, etc.	Draft agenda is attached.
What does the invitation include: registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; award; memento or token of appreciation; and/or travel (ground or air transportation, hotel, etc.).	Light refreshments and a coffee service will be available throughout the event.
Does all or part of the invitation to the Secretary extend to other Department staff such as security, advance, and/or those staff essential to the Secretary's participation in the event? If yes, please identify.	Absolutely, the more the merrier. Please let us know in advance how many people will be participating and how we can be most helpful in coordinating with and accommodating for your team.
Does the invitation include a plus one? If yes, will others in attendance generally be accompanied by a spouse or other guest?	No
What is the monetary value of the invitation offered to the Secretary (and his plus one and/or essential staff as appropriate)? Please identify how the monetary value was determined, including any travel costs, registration/ticket fee to attend/participate in the event, entertainment, meal costs, etc. (Please attach separate sheet if necessary.)	\$0
Any additional notes or information?	It would be an honor to have the Secretary join us. Please feel free to reach out if you would like to discuss accommodations for timing/format of his participation.