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**From:** Emma Wright [ewright@publicpower.org]  
**Sent:** 1/23/2018 8:35:07 PM  
**To:** Lovell, Will (William) [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=3b150bb6ade640f68d744fadcb83a73e-Lovell, Wil]  
**CC:** Heidi Lambert [HLambert@publicpower.org]; Carolyn Slaughter [cslaughter@publicpower.org]  
**Subject:** FW: Confirmation letter for APPA Clean Air Act (Leg Rally) Seminar - Feb. 26  
**Attachments:** Samantha Dravis - 2018 Leg Rally Confirmation Letter - Clean Air Act Seminar.pdf; 90 PP Academy Logo+Yellow Circle.png; Academy PowerPoint Template.pptx; Learning Outcomes and Timed Agendas - Pre-conference Seminar.docx

**Flag:** Follow up

Hi Samantha,

Thank you for agreeing to present during the “**Cooperative Federalism Under the Clean Air Act**” seminar, being held on Feb. 26 from 8:30 a.m. – Noon, prior to APPA’s [Legislative Rally](#) in Washington, D.C.!

I’ve attached a confirmation letter for your review, which outlines some logistical information and deadlines. Please review, sign, and email a copy back to me **by Jan. 29**. Carolyn Slaughter will be your contact for content-related questions and I’ll be handling the logistics.

**Location**

All events will be held at The Mayflower Washington (1127 Connecticut Ave. NW, Washington, D.C., 20036). We will provide you with the meeting room name closer to the event date.

**Handouts**

Your PPT presentation is due on **Monday, Feb. 5**. I’ve attached a document that includes more information on creating learning outcomes (and includes a sample agenda/outcomes document) so you can see what we’re looking for in those items. Since Carolyn is coordinating this session, she can help with these as well. Also attached is the Association’s Academy logo, and the Academy PowerPoint template if you wish to use it for your presentation. Please send all items to me and Heidi.

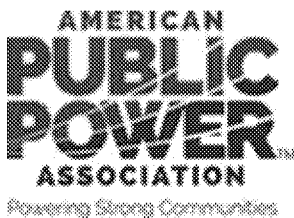
**Registration**

Currently we have 11 people signed up for the class (see attached list). I’m sure we’ll pick up more before the event, but this is enough to make it an official “go.”

Feel free to contact me, Heidi, or Carolyn anytime with questions. I look forward to working with you!

Thank you,

**Emma Wright**  
Education and Meetings Assistant



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