

From: "Richardson, Helena" <Helena.Richardson@heritage.org>

To: "Getto, Leila" <leila_getto@ios.doi.gov>

Cc: Scheduling SIO <scheduling_sio@ios.doi.gov>

Subject: RE: Greetings from The Heritage Foundation

Date: Wed, 07 Feb 2018 17:23:15 +0000

Importance: Normal

Attachments: Event_Proposal_Information_Form_for_Heritage_Interns.docx

Not a problem. The form is attached.

Thank you for your time and consideration,
Helena

From: Getto, Leila [mailto:leila_getto@ios.doi.gov]

Sent: Wednesday, February 7, 2018 11:51 AM

To: Richardson, Helena <Helena.Richardson@heritage.org>

Cc: Renner, Elinor <elinor_renner@ios.doi.gov>; Scheduling SIO <scheduling_sio@ios.doi.gov>

Subject: Re: Greetings from The Heritage Foundation

Hi Helena!

Thank you for your email. The Secretary greatly appreciates you thinking of him and the opportunity. Can I trouble you for a little more information by filling out the attached? I greatly appreciate your time and help.

Thank you,
Leila

*Leila Sepehri Getto
U.S. Department of the Interior
Immediate Office of the Secretary
Deputy Director, Scheduling and Advance
Direct: (202) 208-5359
Cell: (202) 706-9435
Email: leila_getto@ios.doi.gov*

On Wed, Feb 7, 2018 at 11:20 AM, Renner, Elinor elinor_renner@ios.doi.gov wrote:

Hello Helena,

It's lovely to hear from you. I love the idea of trying to schedule a talk for the the Secretary and Heritage's spring class. I have cc'd Leila Getto, our Deputy Director for Scheduling and Advance. Leila manages the Secretary's schedule, and she would be the best person for you to work with for this request.

Warmly,
Elinor

On Wed, Feb 7, 2018 at 10:34 AM, Richardson, Helena Helena.Richardson@heritage.org wrote:

Hello Elinor,

#1364315.1

I hope this email finds you well! Spring internship semester is 5 weeks in and Heritage currently has 57 interns from 43 universities across the country in the internship program participating through our educational leadership program of a First Principles series, policy briefings, skill development briefings, career exploration panels, and mentorship. We would be honored to coordinate an opportunity for the interns to hear from Secretary Zinke at his availability and preference of location. The last day of the internship is April 20th and would greatly appreciate anything that can be done!

Please let me know if I can offer any additional information.

Thank you,
Helena

Helena Ramirez Richardson

Director, Young Leaders Program

The Heritage Foundation

[214 Massachusetts Avenue, NE](#)

Washington, DC 20002

202-608-6032

heritage.org

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Elinor Renner

U.S. Department of the Interior

Immediate Office of the Secretary

Special Assistant to the Secretary

Washington, DC 20240

202-208-6087

Helena Ramirez Richardson

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#1364315.2

Event Proposal Information Form

***Please complete this form and send to scheduling@ios.doi.gov; If you have any questions you may contact the Scheduling office at 202-208-7551**

Specific Request to the Secretary: Speak to The Heritage Foundation internship class

Title of the Event:

Date of Event: Whenever the Secretary is available before April 20th, 2018.

Location: The Heritage Foundation or Department of Interior

Point of Contact(s): Helena R. Richardson, Helena.Richardson@heritage.org; 202.608.6032

Briefly describe the event in detail, and the desired outcome of the Secretary's participation (is this an annual event or part of a breakout session):

Who is the event sponsors: n/a

Who is the event host: n/a

Audience (expected attendance and makeup of the attendees): 57 interns from 43 universities, and two staff members from the Young Leaders Program at Heritage.

How is this event being advertised (i.e. is it open to the public, members only, etc.)? n/a

VIPs invited:n/a

VIPs confirmed:n/a

Remarks (if applicable)

Desired length of time for remarks:

15-30 minutes with time for Q&A

Are there any specific issues you would like the Secretary to highlight/address in his remarks?

Advice for young conservatives and experience being the Secretary of Interior.

What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, a panel, etc)? Whatever he would like.

#1364887.1

Communications

Is the event open or closed to press? Closed.

If open to press, are you expecting local, trade, state, or national news coverage? If this is an annual event, which news outlets typically cover the event?

For remarks and press (if applicable), please check all that apply:

- ☐ **Yes. Podium available**
- ☐ **Yes. Microphone available**

Will you be advertising or streaming the event live or taped on any social media outlets? If yes, how?

No.

Logistics/Other

Please supply all pertinent background information for the event (draft agendas, existing websites, confirmed and invited speaker, if this is an annual event, can you share last year agenda etc.): N/A

What is the attire of the event (business, casual)?

If the Secretary is not able to attend, is a surrogate desired? If yes, who specifically?

If not this semester, next semester (May 21-August 10)

Any additional notes or information?

We're very flexible with the schedule and would be honored to have the Secretary speak to the intern class either us meeting him somewhere or having him at Heritage.

#1364887.2