

**To:** Lauren.Kuhn@heritage.org[Lauren.Kuhn@heritage.org]; Leila Getto[leila\_getto@ios.doi.gov]  
**From:** Renner, Elinor  
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Good Morning Lauren,

I'd like to introduce you to Leila Getto, our Deputy Director for Scheduling and Advance. I've shared the information you gave me with her. Leila manages the Secretary's schedule, so she'll be the best person for you to work with on this.

Warmly,  
Elinor

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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