

U.S. Department of the Interior – Office of the Secretary

Meeting Information Request Form

***Please complete this form and send to scheduling@ios.doi.gov**

To ensure that the appropriate individual within the Department of the Interior is meeting with you on a given matter and because the Office of the Secretary is committed to maintaining the highest ethical standards, we request that you answer the following questions before we can agree to schedule a meeting.

Requesting individual/organization (Please describe the person (name and affiliation) requesting the meeting including any background information on the organization.)	
Describe the action you are seeking by the Secretary:	
Meeting date (if date is flexible please indicate the range):	
Please explain the time sensitivity of the request, <u>if any</u> , including what is driving the timing of the request, such as court-ordered or statutory deadline:	
Meeting location (City, State):	
Expected meeting participants (name, title, and organization):	
Contact information (Name, Email, Phone):	
Describe the proposed meeting agenda in as much detail as possible, and the desired outcome of the Secretary's participation:	
Please supply any pertinent background information regarding the genesis of this meeting proposal:	

Does the matter related to the request involve a discrete and identifiable class of persons, such as a regulation or legislation that applies to a specific industry?	
Does the matter related to the request involve specific parties, such as a particular litigation matter, a specific permit decision, or a contract?	
Does the matter related to the request involve a regulation or legislation that applies to a specific industry?	
Is the purpose of this meeting related to a pending or future grant request?	
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	
If the Secretary is unable to meet, is a surrogate desired? If yes, who specifically	