

To: leila_getto@ios.doi.gov[leila_getto@ios.doi.gov]
From: Stanley, Michele
Sent: 2017-09-14T08:59:06-04:00
Importance: Normal
Subject: FW: Speaking request follow up
Received: 2017-09-14T08:59:16-04:00

Sorry to bother you again, however we are looking to confirm the Secretary's attendance and a firm time of his arrival at our reception program on Monday September 25.

Thank you in advance.

Regards,
Michele

From: Stanley, Michele
Sent: Monday, September 11, 2017 4:06 PM
To: 'leila_getto@ios.doi.gov' <leila_getto@ios.doi.gov>
Subject: Speaking request follow up

Leila –

Just checking in to make sure you received my email below and to see if you can confirm when the Secretary would be arriving. Look forward to hearing from you.

Michele Stanley
NSSGA

From: Stanley, Michele
Sent: Wednesday, September 6, 2017 8:07 PM
To: Getto, Leila <leila_getto@ios.doi.gov>
Subject: Re:

So sorry, I was making sure I had all the right information before I got back to you. The sit down theater seating event with a stage and podium is from 5-6pm and that's the event that has an agenda. Since the Secretary would be coming after that, we would love to have him keynote our reception that runs from 6-7pm. This would be a cocktail hour set up with tall tables and a podium in the front. He would still have 15-20 min to speak and take Q&A if he is ok with that. He would be the only speaker, other than our chairman Mark Helm, from Dolese Bros. out of OK, who would welcome everyone and introduce the Secretary.

If I haven't been clear enough (which happens sometimes!) or you have further questions, don't hesitate to reach out.

Michele Stanley
Cell: 202-441-5958

Sent from my iPhone

On Sep 6, 2017, at 3:02 PM, Getto, Leila <leila_getto@ios.doi.gov> wrote:

Hi Michelle!

Thank you for taking the time to speak with me. The Secretary is looking forward to participating in your event on the 25th. Again, I'll confirm by tomorrow his exact arrival time (if we can get there by 6 pm or if it won't be until 6:30 pm). And thank you in advance for sharing your draft program/agenda.

Best regards,
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*