

To: Getto, Leila[leila_getto@ios.doi.gov]
From: Spoehr, Thomas
Sent: 2017-10-30T16:54:43-04:00
Importance: Normal
Subject: RE: Confirming November 9th ...
Received: 2017-10-30T16:55:06-04:00

No, that should be great, thanks again. Best, Tom

From: Getto, Leila [mailto:leila_getto@ios.doi.gov]
Sent: Monday, October 30, 2017 4:29 PM
To: Spoehr, Thomas <Thomas.Spoehr@heritage.org>
Subject: Re: Confirming November 9th ...

I generally reserve 30 minutes for meetings but have a 15 minute buffer between meetings in case they run long. Let me know if more time is needed. Thanks.

*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*

On Mon, Oct 30, 2017 at 4:26 PM, Spoehr, Thomas <Thomas.Spoehr@heritage.org> wrote:
Great Leila, so that I moderate what I prepare, how long will the meeting be? Best, Tom

From: Getto, Leila [mailto:leila_getto@ios.doi.gov]
Sent: Monday, October 30, 2017 4:08 PM
To: Spoehr, Thomas <Thomas.Spoehr@heritage.org>
Cc: Caroline Boulton <caroline_boulton@ios.doi.gov>; Scheduling SIO <scheduling_sio@ios.doi.gov>
Subject: Confirming November 9th ...

Dear Tom,

The Secretary is looking forward to meeting with you on Thursday, November 9th at 2 p.m. Joining the Secretary from our side will be Deputy Secretary Bernhardt, Jim Cason, Scott Cameron and possibly Todd Willens and Downey Magallanes.

Please arrive via our C Street entrance (1849 C Street NW). Please let me know if you need parking. I will be out of the office that week so I've cc'd my colleague, Caroline Boulton, in case your schedule changes.

Thank you!
Leila

*Leila Sepehri Getto
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