NOAA INTERNAL EVENT REQUEST FORM

INSTRUCTIONS

WHEN TO USE THIS FORM:
This form should be used by NOAA line and staff offices to invite a member of NOAA senior leadership to participate in a meeting or event meeting any of the following criteria:

- A major event organized by NOAA.
- An event organized by an outside entity, but recommended by a NOAA line or staff office.
- A meeting or event for which the decision to attend requires a policy decision, e.g., those with Congressional, media, or inter-agency involvement.
- Any event or meeting for which travel outside the D.C. area is required.

NOTE: It is not necessary to use this form to request a routine meeting with a member of the NOAA senior leadership team in the D.C. area. These requests should be routed directly to the scheduler in the appropriate office.

COMPLETING THE FORM:

- PCO STAFF: Name and phone number of lead person assigned to develop presentation materials or work with line office lead.

- LINE/STAFF OFFICE STAFF: Name and phone number of lead person in Line office developing the event.

- COMMUNICATIONS STAFF: Name and phone number of lead person in the Communications Office.

- LEGISLATIVE AFFAIRS STAFF: Name and phone number of lead person in Legislative Affairs Office.

- POLICY OFFICE: Name and phone number of lead person in Policy Office.

- INTERNATIONAL AFFAIRS OFFICE STAFF: Name and phone number of lead person in NOAA Office of International Affairs.

- THREE THINGS YOU MUST KNOW: What should the NOAA representative know in advance of accepting invitation? How long will the attendee be required to stay? How long is the total event? Is the attendee expected to stay for the entire event? Time required for NOAA representative.

- BACKGROUND: What is the background or history of the issue or organization?

- AUDIENCE: Define audience and what are their interests? List invited VIPs. Are media interviews expected at event?

- MESSAGES: What do we want audience to remember after this event? Line office messages are to support NOAA goals and mission.

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SUBMISSION:

Once approved by the originating Line or Staff Office, please forward via email the following contacts:

- Invites.undersecretary@noaa.gov
- Office of the Deputy Under Secretary
- Offices of all invited Senior Leadership Representatives (AS, DAS, GC, etc.)
- Program Coordination Office (Line Office Representative and PCO Director)
- Office of Legislative Affairs
- Policy Advisor
- Office of Communications
- Office of International Affairs (international events only)
- Office of Education (education-related events only)

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INTERNAL NOAA EVENT/MEETING REQUEST FORM

EVENT NAME:

EVENT DATE/TIME:

EVENT LOCATION (City/State):

EVENT ORGANIZER/POC:

ORIGINATING OFFICE:

CONTACTS/LEADS:

Program Coordination Office:

Office of Legislative Affairs:

Line/Staff Office:

Communications Office:

Policy Office:

International Affairs Office (if applicable):

RECOMMENDED NOAA REPRESENTATIVE(S):

- ☐ (Under Secretary)
- ☐ (Deputy Under Secretary)
- ☐ (DAS International)
- ☐ (DAS Oceans & Atmosphere)
- ☐ (Assistant Secretary)
- ☐ (General Counsel)
- ☐ (Refer to DOC)
- ☐ (Other)

EVENT DESCRIPTION (2 sentences or less):

WHY NOAA SHOULD PARTICPATE:

THREE THINGS YOU MUST KNOW:

1.

2.

3.

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BACKGROUND (brief and bulleted):

Y ◯ or N ◯ Is this the first event of its kind?

Y ◯ or N ◯ An annual event?

Y ◯ or N ◯ Have we participated before?

AUDIENCE:

MESSAGES FOR SPEAKER TO CONVEY:

CONGRESSIONAL REPRESENTATION (if so, then explain):

MEDIA PLAN FOR EVENT:

ROLE of NOAA PARTICIPANT:

☐ Speaker ☐ Attendee ☐ Other (explain):

FORMAT:

☐ Round Table ☐ Speech at Podium ☐ Panelist ☐ PowerPoint ☐ Indoors ☐ Outdoors

☐ Other (explain):

DRESS:

☐ Business Attire ☐ Black Tie ☐ Business casual ☐ Field casual *(NOAA polo & khakis)*

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DECISION NEEDED BY (date):

LINE/STAFF OFFICE CLEARANCE

AA, DAA, SO Director's Signature

DAS/IA Signature (for international events)

PLEASE ATTACH ANY ADDITIONAL INFORMATION REGARDING THE EVENT

THIS EVENT/MEETING is:

Approved Approved; with comments Denied; return to requestor

COMMENTS:

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