

Event Intake Form

SECTION 1: BASIC EVENT INFORMATION

Event Owner: Nat Weber

Event Coordinator:

Event Name: Taskforce Roundtable

Event Purpose:

This invite-only event is one of a few opportunities the Taskforce on Federal Consumer Financial Law's (Taskforce) Members have to hear from trade, consumer, and academics on what the group should include in the scope of their research and recommendations.

What is the budget for this event? (Note: items on this form marked with \$ indicate possible costs)

The only budget item is for coffee and water. We do have budget available.

Event Format (panel discussion, training, conference, etc.)

Panel discussion

Date: March 10, 2020

Afternoon

Start Time:

3:00pm

End Time:

5:00pm

Location (Onsite, \$ offsite)

1700 G St NW, 6th floor Lunchroom

Who is the audience?* (External entities, Public, Internal to CFPB only, etc.)

External entities: Invite-only

How many people will attend? (Physical attendance vs. remote attendance)

All Physical: 20 invitees; 5 panelists (TF members); 5 support

Is this event reoccurring? No

Event working group members

Matt Cameron, Nat Weber, TBD

Will the Director/Deputy Director or Chief of Staff be in attendance? Will they speak at the event?

The Director has agree to provide 5 minutes of opening remarks and will then leave.

How many event rehearsals are needed to ensure smooth execution?

**For any participants that are external to the Bureau, the Office of Security will need to be notified in advance to ensure access to CFPB buildings on the day of the event.*

SECTION 2: PARTICIPANTS

Who will be participating in the event? How many people of each type will be present? What type of travel and accommodations are needed? Will anyone need parking? What type of preparatory training will they need?

Participant*	How many	\$ Travel, Accommodation, Parking, Training
Presenter/Moderator	1	\$0, internal (Matt Cameron)
\$ Panelists	5	\$0, internal
External Entities (e.g. another agency, bank, etc.)	20	Invite list attached
Public Guests		
VIPs		
CFPB Staff		
Volunteers		
Other		

**For any participants that are external to the Bureau, the Office of Security will need to be notified in advance to ensure access to CFPB buildings on the day of the event. Coordinate with the Event Owner to obtain a list of external participants and ensure Security is aware of logistics for escorting, parking, vendor access, and loading dock requirements.*

SECTION 3: EVENT ROOM REQUIREMENTS

What is the desired room layout?

Square setup would be preferable, but a head table with seating is acceptable if the room cannot fit a square setup for 30 seated participants.

How many seats are needed? 30

Does a green room (holding room) need to be reserved? No

\$ What food and beverages are required, if any? (Full lunch, light refreshments)

Bottles of water and coffee for panelist and audience

What additional supplies are required for the event? Specify quantity. Items with \$ indicate possible costs.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Name tags _____ | <input type="checkbox"/> \$ Lighting _____ |
| <input checked="" type="checkbox"/> Table tent cards _____ | <input type="checkbox"/> Podium _____ |
| <input type="checkbox"/> Easels _____ | <input type="checkbox"/> \$ Stage or riser _____ |
| <input type="checkbox"/> Doorstops _____ | <input checked="" type="checkbox"/> Clock _____ |
| <input type="checkbox"/> Time cue cards _____ | <input checked="" type="checkbox"/> _Visible to table_____ |
| <input type="checkbox"/> Signage (directional, promotional, reserved parking and what each sign should say) _____ | <input checked="" type="checkbox"/> Bureau flag _____ |
| _____ | <input checked="" type="checkbox"/> American flag _____ |
| _____ | <input checked="" type="checkbox"/> Flag spreader _____ |
| _____ | <input type="checkbox"/> \$ Linens _____ |
| _____ | <input type="checkbox"/> \$ Drapes _____ |

Other

SECTION 4: TECHNOLOGY REQUIREMENTS

What are the technology requirements for the event? Specify quantity. Items with \$ indicate possible costs.

- | | |
|--|--|
| <input type="checkbox"/> \$ Livestream | <input type="checkbox"/> Photography service |
| <input type="checkbox"/> WebEx | <input type="checkbox"/> \$ Live captioning service |
| X Mics (podium stand, lapels, wireless handheld)
Table mics for presenters and two for attendees | <input type="checkbox"/> \$ Video recording service |
| X Presentation testing/loading and clickers
Large screen to display presentation | <input type="checkbox"/> \$ Sound mixing service |
| <input type="checkbox"/> External TV broadcasting on CFPB network (e.g. CSPAN would like to use CFPB network to broadcast coverage of the event) | <input type="checkbox"/> Remote participation from regional offices (conference room set up, dial-ins, etc.) |
| | |

Other

SECTION 5: REASONABLE ACCOMMODATIONS

What reasonable accommodations are needed? Items with \$ indicate possible costs.

- ☐ \$ Sign language interpretation
- ☐ \$ Live captioning
- ☐ \$ Transcription services

Other