

Component Event Template

Event Name: General Counsels Lunch Series featuring Eric J. Fygi, Acting General Counsel, Department of Energy

Event Date: Wednesday, April 10, 2013, Noon – 1:30 p.m.

Location: Duane Morris LLP, 505 9th Street, N.W., Suite 1000, Washington, D.C. 20004; or Teleconference – Phone# 866-228-9900 and Passcode: 816734

Chapter(s) Participating:

Section/Division(s) Participating: The Environment, Energy and Natural Resources Section of the Federal Bar Association

Brief Description of the Event: Informal Luncheon Presentation by Mr. Fygi

Total Number of Attendees: 25

Target Audience: Federal Bar Association Members

Description of Marketing Efforts: E-Mail Flyers

Total Budget Amount: \$200

Advice for Those Replicating the Program: More Public Relations

Event Contact Person: Erin Rodgers, erodgers@fedbar.org; by Fax, (571) 481-9090, or by mail, 1220 North Fillmore Street, Suite 444, Arlington, VA 22201.

Sample Attachments (Marketing Emails, Agenda, Speaker Invitation Letter, Program, etc):