



*The White House Office of Intergovernmental Affairs invites you to the*

## **Women Mayors of America – White House Conference**

*for a discussion with key administration officials and policymakers on shared priorities on*

**Thursday, September 20, 2018**

**9:30 AM – White House Tour**

**1:00 – 3:00 PM – Briefing**

**3:00 – 5:00 PM – Breakout Discussion Sessions**

If you are able to attend, **please submit your information in the secure form by 1:00 PM on Friday, September 13.** The secure form can be accessed via the link provided below. Note that this invitation is non-transferrable.

It is essential that all information is submitted accurately. The information you submit must exactly match what is listed on your government issued identification that you will be required to present to Secret Service before entry onto White House grounds.

We will host a kickoff call on Wednesday, August 29<sup>th</sup> with Mercedes Schlapp, White House Director of Strategic Communications. Registration information for the call is below – note that this is separate and distinct from the conference registration outlined above.

**White House Briefing**  
**Date: Wednesday, August 29**  
**Time: 11:15 AM ET**

*(Please note you will receive dial-in information after your RSVP)*

**A list of frequently asked questions is outlined below. Please consult this list before reaching out to White House Office of Intergovernmental Affairs staff.** Should you have additional questions, please contact Zach Michael at 202-881-9298 and/or  
More information, including arrival instructions (i.e. address and times) and the itinerary, will be forthcoming. Pertinent event updates will be sent to the email address you register with.

Sincerely,

William F. Crozer  
Deputy Director  
White House Office of Intergovernmental Affairs

Britt S. Carter  
Associate Director

Zachery T. Michael  
Associate Director

### **Frequently Asked Questions**

**Why am I receiving this invitation? Who is inviting me?** The White House Office of Intergovernmental Affairs serves as the primary liaison between the White House and state, county, local, and tribal governments. The office focuses on building and maintaining relationships with state and local officials. Part of this process includes welcoming the country's state and local leaders to the White House for events, such as this one. Should you have any questions about this event, please contact White House Intergovernmental Affairs.

**What information do I need to submit in order to attend?** The registration link will outline the information you are required to submit in order to register to attend. Please do not fill out this information if you cannot attend. The information you submit must exactly match that of your government issued identification that you will be required to present to Secret Service before entering White House grounds.

**What are the breakout sessions? How do I register?** The breakout discussion sessions will follow briefings from cabinet and administration officials. Three sessions are tentatively planned on pertinent issues impacting cities and localities with the option to attend two of the three. More information will be forthcoming following formal registration for the event.

**How do I know if I successfully registered?** Once you click on the registration link, fill out all required information, and submit it, you will receive a confirmation message to the email address you provided. Please make sure to check your spam/junk email folder if you do not receive this confirmation.

**What if the link does not work?** If the registration link provided does not work or will not properly load, try using a different browser. If you are still unable to register, please contact White House Office of Intergovernmental Affairs staff.

**Can I bring a guest?** No. While we typically welcome participants in our events to bring a guest, this event is unique to mayors. Not only will it include briefings with key administration officials, there will also be breakout sessions and discussion on key issues impacting cities and localities.

**Is this invitation transferable?** No, this invitation is non-transferable.

**What items are permissible/non-permissible?** Permissible items that you can bring with you differs by event. For the White House tour, Secret Service **will not** permit you to bring purses/bags/briefcases, iPads, or portfolios. **Storage is not available if you bring these items.** You **can** bring a cell phone, wallet, etc. If you do not plan to attend the White House tour before the conference, you are allowed to bring a purse/bag/briefcase, etc.

**Is lodging and/or transportation provided?** No, registered attendees are responsible for their own accommodations, meals, and transportation to Washington, D.C. and throughout the duration of their visit. Due to federal regulations, we are **unable** to provide you with recommendations for travel and accommodations. Bottled water will be provided during the conference portion of the event. **Lunch is not provided.**

**Where do I go?** All events will take place on the White House complex. We will provide further information ahead of the event date.

**How do I get around Washington, D.C.?** For travel and transportation in Washington, D.C., taxis and ride sharing services are readily available. The metro is also a convenient way to travel. The closest metro stops are Federal Triangle and Farragut West. More information on the metro, including travel times and maps, can be found by clicking

**What media is permissible?** You are permitted to take photos during the White House Tour as well as the conference. Videos are not permitted.