

Symposium Check List (draft)

Transportation, Parking & Directions for participants - Redacted

Facilities- Michelle

- Reserve Auditorium (should be open at 9 for setup)
- Reserve laptop/AV equipment and notify IT Tech (availability from 9-12)
- Do we need table tents for participant names?

Public Comment - Michelle

- Get agreement from Commissioners on how to handle public comment
- Manage public comment

Presentation Materials - Sharad for PG&E + externals; Michelle for CPUC + IRP

- Finalize materials with participants by May 4
- Medium - flash drives at CPUC auditorium by 9

Publicity _ Michelle

- Notify Commissioners, Exec. Director, Advisors, CPSD and other Staff
- Press notification by CPUC PIO?
- Do we want this available on the web and recorded through CaliforniaAdmin or phone bridge? (LA office and the public at large may want to listen in)

Open House - Redacted

- Lobby open by 9
- Set up and staff by 9:30
- Break down 12:30 - 1

Dry Run...do we need to do one?

Post Symposium Follow up - TBD

- Thank You notes to the speakers
- How do we want to manage post symposium follow up questions / discussions?
- Do we want to suggest follow on symposia or reports at the end of this meeting?