

From: [Jared Mummert](#)
To: [Zipporah Williams](#)
Subject: [EXTERNAL] September 7 Event Prep
Date: Tuesday, August 8, 2023 3:20:25 PM

Hi Zipporah,

Hope you have been well since we last spoke. I am connecting to pick up where we left off in our event preparations. Here are a few updates:

1. Mathematica, our evaluation consultant, is putting together pre- and post-survey questions. We would like to send out the survey to registrants in conjunction with the final email blast. For the post-survey, we will add any questions to your survey (thanks, again, for sending over those questions!). Additionally, they will plan to attend the event and follow our guidance on engagement with the judges.
2. Speaker meeting - We have heard from all but one speaker with their availability. It looks like our best options are August 15th at 2:00 or 3:00. Do you have a preference?
 - a. Additionally, once we have a settled date and time, I will send out a calendar invitation with a Zoom link to everyone.
3. Materials and slides - We have asked the speakers to send us any materials and slides by August 21st. We will use the time on the 15th to check-in and reaffirm that deadline. We will work to get these to you promptly once collected.

Is there anything else outstanding? Do we have early registration numbers?

Thank you!

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