

From: michele_ekleberry@fws.gov on behalf of [ROConfRooms, FW6](#)
To: [Shoemaker, Justin](#)
Cc: [Guinotte, John](#)
Subject: Re: Conference Room Request for 2/15-2/16
Date: Friday, February 3, 2017 9:50:28 AM

Hi Justin,

I have reserved the Bison Room for you. It was the only one that I had left.

Thank you.

Michele

By confirmation of this reservation, please understand that your office will be personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged, or destroyed through simple or ordinary neglect, your office can be held financially liable as determined by a Board of Survey.

On Fri, Feb 3, 2017 at 8:44 AM, Shoemaker, Justin <justin_shoemaker@fws.gov> wrote:

Contact name and phone number: **Justin Shoemaker 309-757-5800 x214 or John Guinotte 303-236-4264**

Date(s) of meeting/event: **February 15 and 16 2017**

Number of people attending: **~ 6**

Presentation or training, (please state what programs you need to run, i.e., PowerPoint, Word, etc.):

Powerpoint, Word, Vidyo

Name or title of meeting/event: **Wolverine SSA meeting**

Set up time (first day): **8:00 AM**

Daily start time of meeting/event: **8:00 AM**

Daily end time of meeting/event: **5:00 PM**

Clean up time (last day): **5:00 PM**

Justin Shoemaker
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