

From: [Shoemaker, Justin](#)
To: [Guinotte, John](#)
Subject: Re: Conference Room Request for 2/15-2/16
Date: Thursday, February 9, 2017 1:46:46 PM

John,

When you get a chance, lets chat about an invite list and other details.

Justin Shoemaker
Acting Branch Chief for Classification and Recovery
U.S. Fish and Wildlife Service, Region 6
1511 47th Avenue, Moline, IL 61265
Phone: 309-757-5800 ext. 214
Email: justin_shoemaker@fws.gov

On Tue, Feb 7, 2017 at 11:09 AM, Guinotte, John <john_guinotte@fws.gov> wrote:

Hi Justin,

Steve reserved the Mig Birds conf room from 11am-4pm on Feb 15th for the NOAA/CU presentation. My eyeball estimate for capacity in that room is probably 30 max. Given this, we might want to think about an invite list? The big rooms on the 1st floor are booked by others.

Best, John

I have the Mig Bird conf room booked from 11-4 on the 15th.

On Fri, Feb 3, 2017 at 10:23 AM, Shoemaker, Justin <justin_shoemaker@fws.gov> wrote:

John,

Looks like we have the Bison room. Should be enough for our small group, but we may need a larger space for the NOAA presentation. Is the ES conference room available for that?

Justin Shoemaker
Senior Listing Biologist
U.S. Fish and Wildlife Service, Region 6
1511 47th Avenue, Moline, IL 61265
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----- Forwarded message -----

From: **ROConfRooms, FW6** <fw6ro_confrooms@fws.gov>
Date: Fri, Feb 3, 2017 at 10:50 AM
Subject: Re: Conference Room Request for 2/15-2/16
To: "Shoemaker, Justin" <justin_shoemaker@fws.gov>

Cc: "Guinotte, John" <john_guinotte@fws.gov>

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**

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