



## California Energy Commission: International Delegation Checklist

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A minimum of 14 day advance notice of your visit is requested in order to schedule meetings with subject matter experts at the Energy Commission. Please send the following information to Vince Vicari, International Visitor Coordinator for the Energy Commission, at [vince.vicari@energy.ca.gov](mailto:vince.vicari@energy.ca.gov):

1. Two dates that you are able to visit and the times of day that you are available. Energy Commission subject matter experts are available to meet with visitors Monday through Friday, 9:00 a.m. to 4:00 p.m. Visits last about 90 minutes.
2. Approximately how many visitors will be in your group. Additional visitor details will be requested at least one week before the scheduled visit.
3. The energy policy topics you would like to discuss. Energy Commission subject matter experts can discuss a range of topics, but our core responsibilities are: advancing state energy policy, encouraging energy efficiency, certifying thermal power plants, investing in energy innovation, developing renewable energy, transforming transportation and preparing for energy emergencies. More information can be found here: [http://www.energy.ca.gov/commission/fact\\_sheets/fact\\_sheets.html](http://www.energy.ca.gov/commission/fact_sheets/fact_sheets.html)
4. We are unable to provide translating services for delegations. Groups needing translation should make independent arrangements. Please inform us if translation will be part of the meeting so appropriate time accommodations can be made.
5. The size of a delegation can be one person, but these type of visits work best when the group has no more than 20 people.
6. After a visit is scheduled, please provide:
  - The final number of visitors in your group is needed at least a week in advance. Please provide the name, title, organization affiliation and email address for each visitor.
  - On the day of the visit, please arrive at the Energy Commission headquarters at least 10 minutes before the scheduled start time in order to go through the check-in process. Visitors will be provided security badges to wear during their visit. We are located at 1516 Ninth Street, Sacramento, CA 95814.
  - There is a loading zone in front of the building where bus drivers can only drop off passengers. There is paid parking lot at 1500 Tenth Street. Metered street parking may also be available in the vicinity.