

RAILROAD COMMISSION OF TEXAS

CHRISTI CRADDICK, *CHAIRMAN*
WAYNE CHRISTIAN, *COMMISSIONER*
JIM WRIGHT, *COMMISSIONER*

INTERNAL

MEMORANDUM

TO: Wei Wang
Executive Director

FROM: Patrick Shelton, Attorney ^{DS}
Office of General Counsel PS
Gaye McElwain, Outreach Manager ^{DS}
Communications Division GM
Molly Silkenson, Staff Services Officer ^{DS}
Oil and Gas Division MS

DATE: April 12, 2021

SUBJECT: Rescheduled Railroad Commission of Texas Regulatory Conference

The Railroad Commission of Texas Regulatory Conference originally scheduled for August 10 – 12, 2020 has been postponed to August 7 – 9, 2022.

The Oil and Gas Division and Oversight and Safety Division will host the conference at the AT&T Executive and Education Conference Center in Austin.

All expenditures associated with hosting this conference will be funded by attendee registration fees collected prior to the event.

Michelle Banks and Gaye McElwain of the Communications Division will assist the Oil and Gas Division and Oversight and Safety Division in planning and hosting this conference.

CC:

Danny Sorrells – Assistant Executive Director and Director, Oil and Gas Division
Kari French – Director, Oversight and Safety Division
RJ DeSilva – Director, Communications Division
Brandon Harris – CIO, Information Technology Services Division
Corey Crawford – CFO, Financial Services Division
Stephanie Weidman – Director, Pipeline Safety/PHMSA
Michelle Banks – Communications Division
Carrie Ebbinghaus – Oversight and Safety Division
Alexander C. Schoch – General Counsel, Office of General Counsel

**AT&T EXECUTIVE EDUCATION AND CONFERENCE CENTER ADDENDUM
MARCH 24, 2021**

EVENT AND CONTACT INFORMATION

Event Name: **2022 Railroad Commission Meeting**

Event Start and End Dates: **August 7 – 9, 2022**

Texas Railroad Commission Contact:

Molly Silkenson, Event Coordinator

Gaye McElwain, Event Coordinator

1701 N. Congress, P.O. Box 12967

Austin, TX 78711-2967

Phone: (512) 463-1601

(512) 463-5126

Email: molly.silkenson@rrc.texas.gov

gaye.mcelwain@rrc.texas.gov

AT&T Executive Education and Conference Center Contact:

Shannon Ruddy

Director of Sales

1900 University Avenue

Austin, TX 78705

Phone: (512) 404-3630

Email: shannon.ruddy@attconf.utexas.edu

PURPOSE AND AGREEMENT – move program from Aug 2021 to Aug 2022

This Agreement for the AT&T Executive Education and Conference Center accommodations is made and entered into effective as of the later of 6/3/2020 or date fully executed by both parties (“Effective Date”), by and between the AT&T Executive Education and Conference Center (hereinafter collectively referred to as “AT&T Executive Education and Conference Center” or “AT&T Conference Center”) and Texas Railroad Commission (“Customer”). The AT&T Conference Center and the Customer for and in consideration of the mutual promises and covenants expressed herein, agree to the terms and conditions of this Agreement.

GUEST ROOM ACCOMMODATIONS – NEW DATES

The AT&T Conference Center agrees that it will provide, and Customer agrees that it will be responsible for utilizing **430** room nights in the pattern set forth below:

	Occupancy	Standard Rooms		Tower View	
		Rooms	Rate	Rooms	Rate
Sun 8/07/2022	S/D	185	\$200	30	\$200
Mon 8/08/2022	S/D	185	\$200	30	\$200

Cut-off date is July 8, 2022. Group Reservation Code is RRCMTG0822

GUEST ROOM ACCOMMODATIONS – OLD DATES

The AT&T Conference Center agrees that it will provide, and Customer agrees that it will be responsible for utilizing **460** room nights in the pattern set forth below:

	Occupancy	Standard Rooms		Tower King		Standard – Per Diem	
		Rooms	Rate	Rooms	Rate	Rooms	Rate
Sun 8/22/21	S/D	185	\$188	30	\$188	5	\$140
Mon 8/23/21	S/D	185	\$188	30	\$188	5	\$140
Tue 8/24/21	S/D	10	\$188	0	\$188	5	\$140

CONFERENCE ROOM / EVENT SPACE – NEW DATES

Date	Time	Event	Room	Setup	AGR
SUNDAY					
8/7/22	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/7/22	7:00 AM - 11:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/7/22	7:00 AM - 11:00 PM	Office	102.C	Existing Setup	10
8/7/22	7:00 AM - 11:00 PM	Office	102.B	Existing Setup	10
8/7/22	7:00 AM - 11:00 PM	Oil/Gas Setup	Zlotnik Family Ballroom	See Diagram	450
8/7/22	7:00 AM - 11:00 PM	Pipeline Setup	Grand Ballroom	See Diagram	300
8/7/22	7:00 AM - 11:00 PM	Pipeline Setup	Conference Room 301	Classroom 2 per 6 ft	80
8/7/22	7:00 AM - 7:00 PM	Oversized Parking	Whitiss Ave	Existing Setup	
8/7/22	6:00 PM - 8:00 PM	Reception (tentative)	Zlotnik Prefunction	Reception Style	500
MONDAY					
8/8/22	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/8/22	7:00 AM - 5:00 PM	Oil & Gas Break Full Day	Zlotnik Prefunction	Flow of Attendees	450
8/8/22	7:00 AM - 5:00 PM	Oil & Gas Meeting	Zlotnik Family Ballroom	Existing Setup	450
8/8/22	7:00 AM - 5:00 PM	Pipeline Break Full Day	Grand Ballroom Prefunction	Flow of Attendees	300
8/8/22	7:00 AM - 5:00 PM	Pipeline Breakout	Conference Room 301	Classroom 2 per 6 ft	80
8/8/22	7:00 AM - 5:00 PM	Pipeline Safety Meeting	Grand Ballroom	Existing Setup	300
8/8/22	7:00 AM - 7:00 PM	Mommy Room	Breakout 109	Existing Setup	
8/8/22	7:00 AM - 11:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/8/22	7:00 AM - 11:00 PM	Office	102.C	Existing Setup	10
8/8/22	7:00 AM - 11:00 PM	Office	102.B	Existing Setup	10
8/8/22	12:00 PM - 1:30 PM	Oil/Gas Lunch	Zlotnik Prefunction	Existing Setup	450
8/8/22	12:00 PM - 1:30 PM	Pipeline Lunch	Grand Ballroom Prefunction	Existing Setup	300
TUESDAY					
8/9/22	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/9/22	7:00 AM - 5:00 PM	Mommy Room	Breakout 109	Existing Setup	
8/9/22	7:00 AM - 5:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/9/22	7:00 AM - 5:00 PM	Office	102.C	Existing Setup	10
8/9/22	7:00 AM - 5:00 PM	Office	102.B	Existing Setup	10
8/9/22	7:00 AM - 5:00 PM	Oil & Gas Break Full Day	Zlotnik Prefunction	Flow of Attendees	450
8/9/22	7:00 AM - 5:00 PM	Oil & Gas Meeting	Zlotnik Family Ballroom	Existing Setup	450
8/9/22	7:00 AM - 5:00 PM	Pipeline Break Full Day	Grand Ballroom Prefunction	Flow of Attendees	300
8/9/22	7:00 AM - 5:00 PM	Pipeline Breakout	Conference Room 301	Classroom 2 per 6 ft	80
8/9/22	7:00 AM - 5:00 PM	Pipeline Safety Meeting	Grand Ballroom	Existing Setup	300
8/9/22	12:00 PM - 1:30 PM	Oil/Gas Lunch	Zlotnik Prefunction	Existing Setup	450
8/9/22	12:00 PM - 1:30 PM	Pipeline Lunch	Grand Ballroom Prefunction	Existing Setup	300

***Room 102.A and Conference Room 301 on 24 hr. hold beginning 5pm Sunday, 8/7/22 until 5 pm Tuesday, 8/9/22**

CONFERENCE ROOM / EVENT SPACE – OLD DATES

Date	Time	Event	Room	Setup	AGR
SUNDAY					
8/22/21	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/22/21	7:00 AM - 11:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/22/21	7:00 AM - 11:00 PM	Office	102.B	Existing Setup	10
8/22/21	7:00 AM - 11:00 PM	Office	102.C	Existing Setup	10
8/22/21	7:00 AM - 11:00 PM	Oil/Gas Setup	Zlotnik Ballroom	See Diagram	450
8/22/21	7:00 AM - 11:00 PM	Pipeline Setup	Grand Ballroom	See Diagram	300
8/22/21	7:00 AM - 11:00 PM	Pipeline Setup	Conference Room 301	Classroom 2 per 6 ft	80
8/22/21	6:00 PM - 8:00 PM	Reception (tentative)	Zlotnik Prefunction	Reception	500
MONDAY					
8/23/21	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/23/21	7:00 AM - 11:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/23/21	7:00 AM - 5:00 PM	Oil & Gas Break Full Day	Zlotnik Prefunction	Flow of Attendees	450
8/23/21	7:00 AM - 5:00 PM	Oil & Gas Meeting	Zlotnik Ballroom	Existing Setup	450
8/23/21	7:00 AM - 5:00 PM	Pipeline Break Full Day	Grand Ballroom Prefunction	Flow of Attendees	300
8/23/21	7:00 AM - 5:00 PM	Pipeline Safety Meeting	Grand Ballroom	Existing Setup	300
8/23/21	7:00 AM - 5:00 PM	Pipeline Breakout	Conference Room 301	Classroom 2 per 6 ft	80
8/23/21	7:00 AM - 7:00 PM	Mommy Room	Breakout 109	Existing Setup	
8/23/21	7:00 AM - 11:00 PM	Office	102.B	Existing Setup	10
8/23/21	7:00 AM - 11:00 PM	Office	102.C	Existing Setup	10
8/23/21	12:00 PM - 1:30 PM	Oil/Gas Lunch	Zlotnik Prefunction	Existing Setup	450
8/23/21	12:00 PM - 1:30 PM	Pipeline Lunch	Grand Ballroom Prefunction	Existing Setup	300
TUESDAY					
8/24/21	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/24/21	7:00 AM - 5:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/24/21	7:00 AM - 5:00 PM	Mommy Room	Breakout 109	Existing Setup	
8/24/21	7:00 AM - 5:00 PM	Office	102.B	Existing Setup	10
8/24/21	7:00 AM - 5:00 PM	Office	102.C	Existing Setup	10
8/24/21	7:00 AM - 5:00 PM	Oil & Gas Break Full Day	Zlotnik Prefunction	Flow of Attendees	450
8/24/21	7:00 AM - 5:00 PM	Oil & Gas Meeting	Zlotnik Ballroom	Existing Setup	450
8/24/21	7:00 AM - 5:00 PM	Pipeline Break Full Day	Grand Ballroom Prefunction	Flow of Attendees	300
8/24/21	7:00 AM - 5:00 PM	Pipeline Breakout	Conference Room 301	Classroom 2 per 6 ft	80
8/24/21	7:00 AM - 5:00 PM	Pipeline Safety Meeting	Grand Ballroom	Existing Setup	300
8/24/21	12:00 PM - 1:30 PM	Oil/Gas Lunch	Zlotnik Prefunction	Existing Setup	450
8/24/21	12:00 PM - 1:30 PM	Pipeline Lunch	Grand Ballroom Prefunction	Existing Setup	300

*Room 102.A and Conference Room 301 on 24 hr. hold beginning 5pm Sunday, 8/22/21 until 5 pm Tuesday, 8/24/21.

PACKAGE RATE INFORMATION

The Day Meeting Package with Lunch, \$110 per person, per day, includes:

- Continuous Communal Break Service all day - Continuous Hot and Cold Beverages, Chef's Selection of Morning Snacks from 7:30am until 10:30am, Hot Break Items until 9am, Chef's Selection of Afternoon Sweet and Salty Snacks from 2:30pm – 4pm
- Lunch – Zlotnik Ballroom and Grand Ballroom
- Food Service Charges
- General Session Room
- One Breakout for every 50 attendees - any additional breakout(s) will incur Room Rental and Audio Visual costs
- Private Conference Office, 50+ attendees
- Assigned Conference Manager and Team
- Standard Audiovisual for your General Session and Package Breakouts include:(LCD projector, amplified sound, (1) flip chart with pad and markers, screen, white board, lectern; (HD projection available at additional cost)

	Sun	Mon	Tues	Totals	Cost Per	Total \$
Date	8/7	8/8	8/9			
Full Day Mtg w/lunch – Pipeline Safety		300	300	600	\$110	\$66,000
Full Day Mtg w/lunch – Oil & Gas		450	450	900	\$110	\$99,000
				Total:		\$165,000

Pricings above are estimates based on numbers shown. Changes to the Package inclusions/deletions may result in price differentials. Package pricing does not include applicable sales tax. Prices subject to change.

ACCEPTANCE

All other clauses signed and approved in original contract will be enforced.

AUTHORIZED REPRESENTATIVES

When signed by authorized representatives of both parties, this Agreement constitutes a binding agreement between Customer and the AT&T Conference Center as of the above Effective Date. The parties agree that a copy of this Agreement signed by Customer's authorized representative shall constitute acceptance of the Agreement by the Customer as of the date and time of receipt. However, as soon as practical thereafter but no later than **4/14/21**, if receipt of this Agreement with original signatures of Customer's authorized representative is not accomplished by the above date, AT&T Conference Center cannot guarantee the space, services or any other terms set forth herein.

AT&T Executive Education and Conference Center

DocuSigned by:

Alison Berg

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Alison Berg

Director of Sales and Marketing

4/17/2021

Date

Texas Railroad Commission

DocuSigned by:

Wei Wang

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Wei Wang

Executive Director

4/23/2021

Date