

RELEASE IN PART B6

---

**From:** Mills, Cheryl D <MillsCD@state.gov>  
**Sent:** Friday, February 25, 2011 8:15 PM  
**To:** H  
**Subject:** Fw: USCIS and DOS CA National Immigration and Consular Conference and Tips for Panelists  
**Attachments:** Agenda February 24 FINAL.pub; Agenda February 24 FINAL.pub

Nice re luz

---

**From:** Kennedy, Patrick F  
**To:** Mills, Cheryl D  
**Sent:** Fri Feb 25 19:15:50 2011  
**Subject:** FW: USCIS and DOS CA National Immigration and Consular Conference and Tips for Panelists

FYI

---

**From:** Jacobs, Janice L  
**Sent:** Friday, February 25, 2011 11:05 AM  
**To:** Kennedy, Patrick F  
**Subject:** FW: USCIS and DOS CA National Immigration and Consular Conference and Tips for Panelists

Pat, fyi only. Just to show you the work that our Schedule C, Luz Mendez, doing. We've put her Hill expertise to good use. For the past two years, she has managed to have CA included in USCIS's annual conference for staffers. We now have a large role thanks to Luz.

She also got CA top billing at the New York Tourism Show, a huge event involving the US travel/tourism and hospitality industries. We are doing outreach on how we assist US citizens during a crisis (many recent examples to use) and facilitate legitimate travel to the U.S.

---

**From:** Mendez, Luz A  
**Sent:** Thursday, February 24, 2011 7:57 PM  
**To:** Manring, Nicholas J; Hill Liaison; Vigilant, Ann A; Mariscal, Berenice; Amin, Kirit M; Lerner, James F; Goodspeed, Daniel E; Nantais, Joel D; Williams, Paula A; Dilworth, Alison E; Eye, Stefanie B; Tedesco Jr, Marco P; McWhorter, Robin E; Simpkins, Don E; Rolbin, Jonathan M; Bernier-Toth, Michelle; Dogu, Laura F; Woodley, Harold; Oppenheim, Charlie W; Hilton, Rachel F; Tierney, Kevin J; Niazi, Sadia; Vicha, Kurt; Hunt, Brian J  
**Cc:** Jacobs, Janice L; Kirby, Michael D; Sprague, Brenda S; Pettit, James D; Donahue, David T; Hanna, John W; Williams, Paula A; Mariscal, Berenice; CA-P-Special Assistant; CA-P; Busby, Joseph A; Gehan, Margery I; Sacco, Kathleen C; CA-VO-Special Assistant; CA-PPT-Special Assistant; CA-CST-Special Assistant; Milner, Kimberly M; Handler, Phuong B; Benning, Douglass R; CA-FPP-Special Assistant; Randolph, Susan E; CA-OCS-Special Assistant; Rodriguez, Andres N; Pascarella, Laura M; Lane, Madelynn M; Pace, Nancy L; Kam, Geraldine L  
**Subject:** USCIS and DOS CA National Immigration and Consular Conference and Tips for Panelists

Dear all,

Thank you so much for participating in next week's Congressional conference. For the second consecutive year, we have partnered with the USCIS to co-host this Congressional conference. I want to thank you for contributing your ideas, time and resources to this joint effort. I realize that coordinating each one of your panels has been time consuming, particularly when the coordination involved several CA directorates and outside agencies. This conference is truly a team effort and it could not be a success without each one of

you! We have **27** consular speakers participating in **16** panels, **26+** energetic volunteers from around CA, **4** State Department tours, including the Blair House, Diplomatic Reception Rooms, OCS and the Washington PPT agency, and many drafters and PowerPoint experts. The most recent RSVP list indicates approximately **120** Congressional staff members.

Before you depart for the Capitol Visitor Center, please take a moment to read the following tips:

### Tips for all panelists

#### Arrival Time

- Please arrive at least **15 minutes** prior to the start time of the panel to allow adequate time for panelists to meet one another and discuss any final items prior to the presentation. There is a "Green Room" located to the right of the stage where panelists can meet and handle any last minute items prior to the start of the presentation. You may leave your coat and/or bags in the "Green Room" during the presentation.

#### Location

- The USCIS and Department of State National Immigration & Consular Conference will take place in the Lower Level Auditorium of the Capitol Visitor Center (CVC). The CVC is located on the East front at First Street and East Capitol Street, NE. For a map of the area and additional details regarding parking and/or nearest metro stops, please visit the CVC's website. Upon arrival at the CVC, there might be a line of people outside waiting to enter the building. The Capitol Police have been informed about the conference and should allow you to bypass the line. Once inside, take a left and then an immediate left at the double glass doors. Take the stairs down to the lower level. You will see the check-in table and conference exhibits ahead of you. *If you are a speaker on the Fraud: Prevention and Detection panel, please remember that the meeting will take place in SVC Room 200 and 201 NOT the Congressional Auditorium.*

#### Transportation and escorts to the CVC

- VO, PPT and Visas have each identified one person that can serve as an escort to the CVC, if needed. Motorpool has been scheduled for A/S Jacobs, DAS Donahue, and DAS Sprague. I understand that other speakers are taking cabs or using public transportation. Additionally, Tanya Mazin has graciously offered to accompany anyone else who needs assistance getting to the CVC.

#### CVC Rules

- Please note the CVC has very strict rules about what items may be brought into the Capitol. To name a few, no outside food or beverages may be brought in, and all bags will be subject to inspection prior to entering the building. There is also a limit to the size of the bag you may bring, so please take a moment to look at the list of prohibited items under the "Plan A Visit" tab on the CVC's website.

Please do not hesitate to contact me, Berenice Mariscal in VO, Brett Pomainville (Hill Liaison), Paula Williams (CA-P), John Hanna (OCS) with any additional questions. In the event anyone needs to reach me prior to or during the conference, my cell phone number is **BB:**  or **Private Cell:**  I will have my blackberry with me at all times! Thank you again for your participation, and I look forward to seeing you next week.

All my best,

B6

Luz Mendez  
Special Advisor to the Assistant Secretary  
Bureau of Consular Affairs  
Tel. 202-736-7261

***Visit the Bureau of Consular Affairs' website [here](#).***



This email is UNCLASSIFIED.