

How to Schedule an E.O. 12866 Meeting

Note: You will need to submit separate requests for the (1) menthol cigarette rule and (2) flavored cigar rule.

1. Go to <https://www.reginfo.gov/public/do/eo/neweomeeting>.
2. Enter the RIN.
 - a. RIN for menthol cigarette rule: 0910-AI60 (note: the letter after A is a capital “i”)
 - b. RIN for flavored cigar rule: 0910-AI28 (note: the letter after A is a capital “i”)
3. You will be asked to complete the “Email Verification” form (see photo below). Complete the form and click “Verify” at the bottom of the page.

Verify Email

Requestor's Name *

Requestor's Organization

Requestor's Client (if applicable)

Email Address *

Confirm Email Address *

Phone Number (Format: 123-456-7890 x123)

I'm not a robot



reCAPTCHA
Privacy - Terms

4. You will then receive an email from noreply@gsa.gov (see photo below). Click the orange “SCHEDULE YOUR EO MEETING NOW” button.



noreply@gsa.gov <noreply@gsa.gov>

to me ▾



Thank you for verifying your email. Click the button below to proceed with your EO meeting request.

Requestor's Name:



Email:

RIN:

0910-AI60

Rule Title:

Tobacco Product Standard for Menthol in Cigarettes

[SCHEDULE YOUR EO MEETING NOW](#)

5. You will be directed to a new webpage titled “E.O. 12866 Meeting Request” (see photo below).

E.O. 12866 Meeting Request

Enter RIN Verify Email Submit Request Confirm Date/Time Update Request

RIN: 0910-AI60
 Title: Tobacco Product Standard for Menthol in Cigarettes
 Agency/Subagency: Department of Health and Human Services (HHS) / Food and Drug Administration (FDA)

▼ E.O. Detail

Requestor's Name: [REDACTED]

Requestor's Organization: [REDACTED]

Requestor's Client: [REDACTED]

Email Address: [REDACTED]

6. Scroll down the page and click the “Add Attendee” button to add everyone who will be attending the meeting (note: you will also be able to add/delete attendees after OIRA has processed your request).
 - a. Provide suggested meeting dates and times in the text box.
 - b. Then, click the “Submit Meeting Request” button at the bottom of the page (see photo below).

Attendees 0

In order to better facilitate your meeting request, please identify attendees who will be in attendance.

+ Add Attendee

Name	Affiliation	Participation	Remove
No data			

Please provide your suggested meeting date/time and other requirements:

Enter your requirements here...

500 characters remaining

Submit Meeting Request

Cancel Meeting Request

Home

7. Once OIRA has processed your meeting request, you will receive an email with your scheduled meeting date and time. Confirm your scheduled meeting date and time (you

can also add and delete any meeting attendees, as necessary). Finally, you may upload any documents you wish to present to OIRA.

8. Complete the steps above for both the (1) menthol cigarette rule and (2) flavored cigar rule.