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MARSHALL WILLIS, DIRECTOR  
DIVISION OF ECONOMIC REGULATION  
(850) 413-6900

**CONSUMER**

**Public Service Commission**

November 9, 2011

RECEIVED-FPSC  
11 NOV 10 AM 9:32  
COMMISSION  
CLERK

Mr. Terry P. Daigle  
Florida Department of Transportation  
Jacksonville Urban Office  
2198 Edison Ave.  
Jacksonville, FL 32204

**Re: Docket No. 110282-WS – Application for staff-assisted rate case in Duval County by Regency Utilities, Inc.**

Dear Mr. Daigle:

This letter is to confirm our reservation of the training facilities at the Florida Department of Transportation Jacksonville Urban Office for Thursday, April 5, 2012, from 5:00 p.m. to 10:00 p.m. We are planning a general customer meeting beginning at 6:00 p.m. We may finish the general customer meeting before 10:00 p.m. depending on the number of attendees and the number of comments received.

I understand that the training facility at the Jacksonville Urban Office seats up to 120 chairs in the auditorium style. I am enclosing a diagram of the standard set-up for the meeting. If you have any questions, please contact me at (850) 413-7021. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Shannon J. Hudson".

Shannon J. Hudson  
Regulatory Analyst IV

SH/ao  
Enclosure

cc: Division of Economic Regulation (Maurey, Fletcher, Daniel, Simpson, Bruce, Stallcup)  
Office of General Counsel (Robinson, Teitzman)  
Office of Commission Clerk (110282-WS)

DOCUMENT NUMBER 110282-WS  
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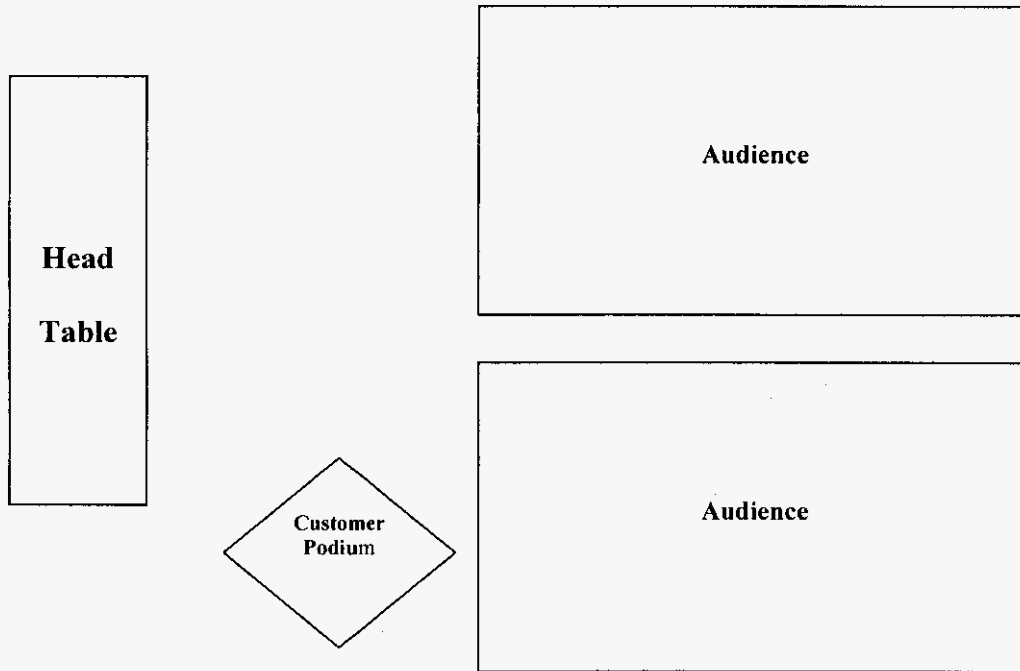
## MEETING ROOM SETUP

### Seating

If at all possible, the head table should be on an elevated platform in front of the audience. A raised bench such as we have at the Commission is best. A table may only be used if the front and sides are covered with a modesty skirt. Folding tables with an open front are appropriate only when using a modesty skirt.

A separate podium or table to one side of and facing the head table (away from the audience) is required for customers. Another table may be necessary if a court reporter is required.

The meeting set up should appear as shown below:



### Public Address System

If possible, a minimum of two microphones (three are preferred), one for the head table and one for the customer podium, is required. The public address system should be sufficient to ensure that the audience can hear what is being said in normal speaking voices.