

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM 18 APR 13 AM 11:57

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: ELIZABETH BENOIT O'HARA
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: MARCH 24 2018 Return: APRIL 2 2018
 b. Dates at personal expense (if any): MARCH 28 - APRIL 2, 2018 or None
4. Departure city: DC Destination: PARIS Return city: DC
5. Sponsor(s) (who paid for the trip): GLOBAL WIN
6. Describe meetings and events attended: MET WITH BUSINESS AND GOV'T LEADERS TO DISCUSS POLICIES THAT IMPACT WOMEN IN US + FRANCE.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. a completed Sponsor Post-Travel Disclosure Form;
 - b. the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. page 2 of the completed Traveler Form submitted by the employee; and
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box):
 b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Elizabeth B. O'Hara DATE: 4/12/18

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: RICHARD E. NEAL DATE: 4/12/18

SIGNATURE OF SUPERVISING MEMBER: Richard E. Neal

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**U.S. House of Representatives
Committee on Ethics**

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Global Women's Innovation Network (GlobalWIN)

2. Travel Destination(s): Paris, France

3. Date of Departure: Saturday, March 24, 2018 Date of Return: Monday, April 2, 2018

4. Name(s) of Traveler(s): Elizabeth O'Hara

(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	554.17	1,139.64	576.26	
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box):

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Helen M. Milby Title: Executive Director

Organization: Global Women's Innovation Network (GlobalWIN)

I am an officer of the above-named organization (signify statement is true by checking box):

Address: 233 Pennsylvania Avenue, SE

Washington, DC 20003

Telephone number: 202.548.0021

Email Address: helen@helenmilby.com or smamula@helenmilby.com

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: ELIZABETH BENOIT O'HARA

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: Elizabeth B. O'Hara

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: REP. RICHARD NEAL

WAY + MEANS COMMITTEE DEMS

Office address: 341 CANNON

Telephone number: 202-225-5601

Email address of contact person: elizabeth.o'hara@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: ELIZABETH BENOIT O'HARA
2. Sponsor(s) (who will be paying for the trip): GLOBAL WOMEN'S INNOVATION NETWORK

3. Travel destination(s): PARIS, FRANCE

4. a. Date of departure SAT 3/24/18 Date of return: MON 4/2/18 WED 3/28/18

b. Will you be extending the trip at your personal expense? Yes No EBO
If yes, dates at personal expense: AFTERNOON 3/28 -> MON MORNING 4/2/18

5. a. Will you be accompanied by a relative at the sponsor's expense? Yes No

b. If yes:

(1) Name of accompanying relative: _____

(2) Relationship to traveler: Spouse Child Other (specify): _____

(3) Accompanying relative is at least 18 years of age: Yes No

6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? Yes No

b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.

DEPUTY CHIEF OF STAFF. TRIP WILL FOCUS HEAVILY ON TRADE, TAX + ECONOMY WHICH IS WAYS AND MEANS COMMITTEE JURISDICTION.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? Yes No

10. FOR STAFF TRAVELERS:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 2/16/18

Richard E. Neal

Signature of Employing Member

TRAVELER
PAYING
PERSONALLY
FOR RETURN
TRAVEL
-EBO

EBO

EBO

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Global Women's Innovation Network (GlobalWIN) _____
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip *or*
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds *or*.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
see attached. _____
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: Saturday, March 24, 2018 Date of return: Wednesday, March 28, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Paris, France
c. City of return: Washington, DC
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: *or*
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: *or*
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. Check one of the following:
 - a. I checked 8(a) or (b) above:
 - b. I checked 8(c) above but am not offering any lodging:
 - c. I checked 8(c) above and am offering lodging and meals for one night: *or*
 - d. I checked 8(c) above and am offering lodging and meals for two nights:
If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box):

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): *or*

b. N/A – trip sponsor is a U.S. institution of higher education.

12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
see attached.

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air Rail Bus Car Other (Specify: _____)

b. Class of travel: Coach Business First Charter Other (Specify: _____)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
N/A

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box):

15. I represent that either (check one of the following):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: *or*

b. The trip involves events that are arranged specifically *with regard* to congressional participation:

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____
The estimated cost per day will be less than or equal to \$190, based on the State Dept. per diem.

2) Provide reason for selecting the location of the event or trip: _____
see attached.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Westin Paris-Vendome City: Paris Cost per night: \$410/night

Reason(s) for selecting: Chosen due to availability, group rate, and proximity to event sites.

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):

18. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$1,095.16 RT Flight	\$1,230 (pre tax)	\$823
For each accompanying relative	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$150	Ground Transportation (taxi, uber, bus)
For each accompanying relative	N/A	N/A

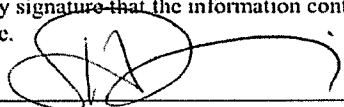
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. *or*
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 
 Name: Helen Milby
 Title: Executive Director
 Organization: Global Women's Innovation Network
 Address: 233 Pennsylvania Ave, SE 2nd Floor, Washington DC 20003
 Telephone number: 202.548.0021
 Email address: Helen@helenmilby.com

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
 U.S. House of Representatives
 1015 Longworth House Office Building
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member



Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and Counsel to
the Chairwoman*

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee

ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

March 23, 2018

Ms. Elizabeth B. O'Hara
Office of the Honorable Richard Neal
341 Cannon House Office Building
Washington, DC 20515

Dear Ms. O'Hara:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to France,¹ scheduled for March 24 to March 28, 2018, sponsored by the Global Women's Innovation Network. We note that you will not be accepting return travel from the sponsor.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ We note that the U.S. Department of State (State Department) has issued a travel advisory concerning travel to France, available at <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/France.html>. You may wish to contact the State Department regarding the safety of your proposed trip.

Ms. Elizabeth B. O'Hara

Page 2

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

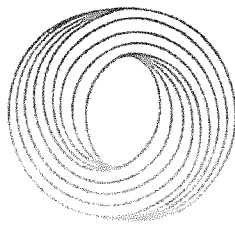


Susan W. Brooks
Chairwoman



Theodore E. Deutch
Ranking Member

SWB/TED:jeb



Global Women's Innovation Network

PRIMARY TRIP SPONSOR FORM
GlobalWIN House Staff Delegation Trip
Paris, France – March 24—28, 2018

Attachment

Question 4 – GlobalWIN Staff Delegation Invitees *(in no particular order)*

With the hopes of confirming a group of 8-10 House staffers, GlobalWIN reached out to many senior female staff in both Republican and Democratic Offices with wide-ranging work portfolio:

- **Elizabeth O'Hara**, Deputy Chief of Staff, Office of Rep. Richard Neal (MA-01)
- **Sarah Moxley**, Senior Professional Staff Member, Information Technology Subcommittee
- **Sally Rose Larson**, Legislative Director, Office of Rep. Doug Collins (GA-09)
- **Julie Eddy**, Chief of Staff, Office of Rep. Doris Matsui (CA-6)
- **Lauren McCarty**, Counsel, Communications and Technology Subcommittee
- **Torrie Matous**, Chief of Staff, Office of Rep. Martha Roby (AL-02)
- **Megan Savage**, Chief of Staff & Counsel, Office of Rep. Susan Brooks (IN-05)
- **Lauren Soltani**, Legislative Director, Office of Rep. Suzan DelBene (WA-01)
- **Courtney Fogwell**, Senior Advisor, Office of Rep. Adam Schiff (CA-28)
- **Melissa Froelich**, Chief Counsel, Digital Commerce and Consumer Protection Subcommittee
- **Kelley Hudak**, Coalitions Director, Office of House Majority Whip Steve Scalise (LA-01)
- **Kate Keating**, Chief of Staff, Office of Congressman Joe Crowley (NY-14)
- **Helen Dwight**, Legislative Director, Office of Rep. Susan Brooks (IN-05)
- **Robin Colwell**, Chief Counsel, Communications & Technology Subcommittee

Question 10 – See page 3 for Trip Itinerary.

Question 12— With Honorary Co-Chairs Senator Shelley Moore Capito (R-WV), Senator Maggie Hassan (D-NH), Congresswoman Martha Roby (AL-02) and Congresswoman Debbie Wasserman Schultz (FL-23), GlobalWIN is a bipartisan 501(c)(3) organization that provides a dynamic forum for women who are passionate about innovation. We have built and continue to expand this powerful network of executives and thought leaders in academia, government, and business, who work in innovation-driven fields. GlobalWIN provides an important forum for female leaders to grow personally and professionally, while contributing to key policy debates.

GLOBALWIN PROGRAMMING: GlobalWIN highlights the important role of women in innovation through three programming silos:

1. *Monthly Policy Events & Annual Innovation Luncheon*: GlobalWIN features leaders in academia, government, and business, who have made significant contributions in STEM and related fields to educate our audience on policy issues associated with global innovation and strategies for addressing them.

2. *Career Development*: GlobalWIN provides opportunities and support for women, both entering into and advancing within innovation fields, through continuing educational opportunities and mentoring programs.

3. *Educational Trips & Global Partnership Building*: Through educational trips, GlobalWIN builds cooperative partnerships with like-minded organizations, such as the European Network for Women in Leadership, based in Paris, and the 30 Percent Club chapter in Dublin. GlobalWIN aims to foster global cooperation among women on the key issues related to innovation, technology, and economic growth.

Each year, GlobalWIN hosts one international trip, which combines all silos of GlobalWIN programming. Our trip to Paris will bring together a group of bipartisan House staff that work on issues related to telecom, commerce, judiciary and innovation for three days of substantive programming. During our stay, our delegation will discuss important policy issues related to their field of work by participating in roundtables, expert panels, and meeting with Members of the National Assembly and their staff. Furthermore, GlobalWIN's House Staff Delegation will interact with companies at the forefront of innovation, female leaders of industry, and other senior executives. Throughout the trip, our Congressional staff delegates will connect with peers from across the aisle supporting GlobalWIN's mission to foster bipartisanship and cooperation, and provide an opportunity for personal network-building.

GlobalWIN is organizing and financially supporting/sponsoring this trip, including travel logistics, meetings, speakers, and panel discussions. GlobalWIN is the primary sponsor of this trip.

Question 15b(2). – As a hub for commerce, innovation, entrepreneurial activity, and increasing political role in the EU, Paris, France was chosen as the location for GlobalWIN's 2018 international trip. Also, there is availability for a direct flight from Washington, D.C. Finally, GlobalWIN's previous trip to France in 2012 and relationship with the French Embassy in Washington, DC, has allowed for great programming and partnership opportunities.

**GlobalWIN Paris House Staff Delegation Trip
Itinerary***
Saturday, March 24—Wednesday, March 28, 2018

Saturday, March 24

5:20 PM Depart for Paris on United Airlines flight 915
Dulles Airport, 1 Saarinen Cir, Dulles, VA 20166

Sunday, March 25

6:55 AM GlobalWIN Official Delegation lands Charles de Gaulle Airport

7:00 AM—8:00 AM De-Board Plane, Pick-Up Checked Bags & Board Ground Transportation

~60 min DRIVE

9:00 AM—10:30 AM Breakfast and Trip Overview ft. GlobalWIN Executive Director Helen Milby & Senior Director Sarah Mamula
The Westin Paris Vendome, 3 Rue de Castiglione, 75001 Paris, France

After arriving in Paris, GlobalWIN Co-Founder & Executive Director Helen Milby, along with GlobalWIN Senior Director Sarah Mamula, will lead a conversation outlining the trip's schedule and goals. Additionally, an introduction and overview to French culture and proper business etiquette will be provided to the Congressional Staff Delegation.

11:00 AM—1:30 PM Conversation with Amy English, Founder, Spark Solutions & Guided Tour of Paris
boxed lunches will be provided by GlobalWIN

During this event, the Congressional Staff Delegation will have the opportunity to hear from an accomplished leader who has worked in and outside of government. Amy English most has more than a decade a decade of experience working across the political spectrum in US and UK governments, foreign governments, international institutions, US media and think tank community. Additionally, Ms. English is a passionate advocate for gender equality, positive work environments, and the Recipient of British Empire Medal (BEM) in 2017 for services to UK-US relations.

1:30 PM – 2:30 PM Hotel Check-In
The Westin Paris Vendome, 3 Rue de Castiglione, 75001 Paris, France

3:45 PM—5:00 PM Opening night Networking Reception ft. Remarks by GlobalWIN Vice Chair of International Programming
The Westin Paris Vendome, 3 Rue de Castiglione, 75001 Paris, France

5:30 PM – 7:30 PM Opening Dinner ft. Mary Rodriguez, Deputy Director for International Policy, Office of International Affairs, Criminal Division, U.S. Department of Justice
The Westin Paris Vendome, 3 Rue de Castiglione, 75001 Paris, France

During a widely attended Welcome Reception and Dinner, GlobalWIN will connect and engage with leaders in fields related to innovation. GlobalWIN Co-Founder and Executive Director, Helen Milby will provide welcome remarks and a brief overview to introduce GlobalWIN to our new Parisian allies and friends in attendance. Keynote remarks at dinner on telecommunications and data privacy will be provided by Mary Rodriguez, Deputy Director for International Policy, Office of International Affairs, Criminal Division, U.S. Department of Justice.

Monday, March 26**7:30 AM – 8:30 AM****Breakfast at Hotel****The Westin Paris Vendome, 3 Rue de Castiglione, 75001 Paris, France****8:30 AM – 10:00 AM****The State of Business in France ft. Jeremie Gallon, Executive Director, AmCham France****The Westin Paris Vendome, 3 Rue de Castiglione, 75001 Paris**

The American Chamber of Commerce in France is the oldest US business association overseas – founded on June 28, 1894 by eleven US businessmen in Paris. Today, AmCham represents a dynamic community of 350 members of French and American origin, of which more than 1/3 are Fortune 500 and CAC 40 Companies, 1/3 are SMEs and nonprofits, and the rest are individuals, start-ups and entrepreneurs. At this meeting, the Congressional Staff delegation will meet with representatives of AmCham France and learn about the state of business in France, particularly as it pertains to the new Macron Administration.

~15 min WALK

10:30 AM**Arrive at US Embassy in Paris (for security clearance)****U.S. Embassy, 2 avenue Gabriel, 75008 Paris****11:00 AM – 1:00 PM****Meeting with Brian Bauer, Cultural Affairs Officer & other U.S. Embassy Representatives****U.S. Embassy, 2 avenue Gabriel, 75008 Paris******lunch will be provided by GlobalWIN****

Here, GlobalWIN will meet with Embassy representatives to discuss US-France relations.

30 min DRIVE

1:30 PM – 2:45 PM**Meeting on Climate Change with Deputy Mayor Celia Blauel, City of Paris
Place de l'Hôtel de Ville, 75004 Paris (City Hall)**

Originally from Ferrette, in the French region of Alsace, Celia BLAUDEL, 36 years old, has a degree of the Strasbourg Institute of Political Studies. Member of the Green Party since 2006, she is particularly active in matters such as housing, health, and environment. In addition, during two years she worked for the National Institute for Health Prevention and Education (INPES), as the head of communication for campaigns relating to the use of alcohol, psychoactive substances, and addictions. In 2008, she was elected member of the municipal council of the 14th district of Paris, in charge of green areas and mobile telephony. During her term, she worked for the development of community gardening and contributed to raise public debate on conciliation of new technologies with health issues. Since the Municipal elections of March 2014, she is Deputy Mayor of Paris in charge of Environment, Sustainable Development, Climate, Energy, and Hydric resources.

20 min DRIVE

3:10 PM—4:45 PM**Meetings at the National Assembly**

Reception: 3, rue Aristide Briand, 75007 (to the left of the National Assembly)

3:10 PM**Meet up with Ms. Leyla ARSLAN, Senior staffer at the National Assembly's
Intra-Parliamentary Cooperation Division****3:30 PM—4:45 PM****Meeting with Mr. Grégory GRELLET, Deputy Secretary General of the
République en Marche Parliamentary group,
ROOM # ; 3, rue Aristide Briand (1st Basement)**

Mr. Augustin BOULOT, Advisor in support of parliamentarians and innovation for the République en Marche Parliamentary group,

Ms. Cécile SCHOU, Advisor for the Cultural Affairs, Education Committee as well as the sub-committee on Women's Rights Committee of the République en Marche Parliamentary group

Ms Cécile AUGIER, Advisor on Housing and European issues for the République en Marche Parliamentary group

After a tour of the National Assembly, GlobalWIN will meet with government staff to discuss innovation, legislative priorities/challenges in France, as well as the government's work in closing the gender gap.

30 min DRIVE

**5:15 PM—6:30 PM Reception hosted by European Network for Women in Leadership (WIL)
Osborne Clarke, 163 Boulevard Malesherbes – 75017 Paris
participation sponsored by GlobalWIN**

The European Network for Women in Leadership (WIL) is a network of 270+ women in high-level positions in the private, public and academic fields and across 24 European countries. WIL Europe is committed to the promotion and advancement of the professional and social interests of women in leadership positions across Europe. At a widely-attended reception hosted by WIL Europe, GlobalWIN will connect with their network and women leaders. Thaima Samman, Founder and Partner, SAMMAN Law & Corporate Affairs and co-founder of WIL Europe will be a featured guest and speaker.

30 min DRIVE

**7:00 PM—9:00 PM Dinner ft. Dr. Valerie Manning, Senior Vice President of Customer Support, Airbus
Flottes, 2 Rue Cambon, 75001 Paris**

Valerie Manning holds the role of senior vice president of Customer Support within Airbus Customer Services, based in Toulouse, France. Previously, Dr. Manning was vice president and head of the Airbus Upgrade Services line of business, leading sale, development and delivery of optional modifications to airframes, cabins, and systems for the in-service Airbus fleet. A fifteen-year veteran of the Airbus Group, Dr. Manning has served within Group headquarters and in North America. Dr. Manning has held roles as a consultant with McKinsey & Company and also consulted privately in multidisciplinary optimization and supersonic aircraft design. An active instrument-rated pilot, Dr. Manning graduated from Princeton University with a B.S in mechanical and aerospace engineering, and earned an M.S. and Ph.D. in aeronautics and astronautics from Stanford. Dr. Manning began her career as an officer in the United States Air Force, and currently serves actively in the USAF reserves.

5 min WALK

Return to Westin Vendome

Tuesday, March 26

**7:30 AM – 8:30 AM Breakfast at Hotel
The Westin Paris Vendome, 3 Rue de Castiglione, 75001 Paris, France**

Commute TBD

**9:30 AM—11:00 AM Meeting with Secretary of State in charge of Digital Affairs Mounir Mahjoubi
*Location to be confirmed***

At this high-level meeting, GlobalWIN will learn about the digital agenda for France. Mr. Mahjoubi worked as digital manager of Macron's campaign team and has been a member of En Marche since January 2017. He was appointed Secretary of State in charge of Digital Affairs on May 17, 2017 and was elected as the representative for the Paris's 16th constituency following the 2017 Legislative Election.

**11:30 AM—12:45 PM Tour of Start-Up Incubator Station F
Station F, 55 Boulevard Vincent Auriol, 75013**

Station F is the biggest startup campus in the world, backed by Xavier Niel, and is the only startup campus gathering whole entrepreneurial ecosystem under one roof. It is 34,000 sq. meters and includes over 3,000 desks in the startup zone, and 26 international startup programs. Later this year, Station F will also include unique co-living space for our entrepreneurs that can hold up to 600 occupants.

30 min DRIVE

**1:00 PM—2:45 PM Developments in Sustainable Finance and Artificial Intelligence
BNP Paribas Headquarters, 16 Boulevard des Italiens, Paris 75009**

BNP Paribas CIB is a leading global financial services firm, offering solutions in capital markets, securities services, advisory, finance and treasury. At this meeting with women executives, the topic of discussion will focus around BNP's efforts in sustainable finance and AI.

10 min WALK

**4:00 PM—5:30 PM Celebrating Women in Innovation: A Reception hosted by CTA ft. Rachel Delacour,
President, France Digitale
The Westin Paris Vendome, Winter Garden Room, 3 Rue de Castiglione, 75001 Paris**

France already boasts a dynamic start-up ecosystem. Who knew, for example, that five of the top twelve connected objects sold via the Apple Store in the United States were French? Who knew that French web companies generated an average 39% of their turnover in international markets, as opposed to 3% for other SMEs, or that 87% of the employment contracts offered by digital start-ups in France were permanent? During this exciting opportunity, GlobalWIN will get to engage and network with France Digitale, the largest startup organization in Europe, with 1000+ startups and venture capital firms. They are also the only tech organization run by a female president, Rachel Delacour.

30 min DRIVE

**6:00 PM—8:00 PM Closing Dinner: Macron's Administration & the Impact on the Private Sector ft.
Corinne Caillaud, Director of Public, External and Legal Affairs, Microsoft France
Microsoft, 39 quai du President Roosevelt 92130, Issy-les-Moulineaux France
(Optional to congressional staff delegates)**

On the last night of our trip in France, GlobalWIN will close out with a dinner to discuss President Macron and his impact on the private sector. The featured speaker will be Corinne Caillaud, Director of Public, External, and Legal Affairs for Microsoft France. For over 18 years, Corinne Caillaud has been working in international and technical environments, with a particular interest in new technologies and intellectual property law, public law, and economic law. Corinne knows Microsoft France well, having been there from March 2009 to June 2014 as the head of the legal team. She is also a member of the "International Affairs" and "Women's Legal Directors" commissions of Cercle Montesquieu in Paris.

30 min DRIVE

Return to Westin Vendome

Wednesday, March 28

8:00 AM Congressional Staff departs hotel for Charles de Gaulle Airport

10:00 AM Congressional Staff arrive at Charles de Gaulle Airport
95700 Roissy-en-France, France

12:25 PM Depart for Washington, DC on United Airlines Flight 914

2:50 PM EST GlobalWIN Official Delegation arrives at Dulles International Airport
Dulles Airport, 1 Saarinen Cir, Dulles, VA 20166