



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

Original Amendment

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, B-81 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: Sara Barber
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: October 2, 2019 Return: October 4, 2019
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Orlando, FL Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Anita B.org (Anita Borg Institute for Women in Technology)
6. Describe Meetings and Events Attended: MSI breakfast, spoke on panel about policy engagement, explored the expo hall, advocacy luncheon, met with the board of trustees, featured session on emerging tech and policy, dinner
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** the *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 statement is true by checking the 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: Date: 10/15/19

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: Eddie Bernice Johnson Date: 10/16/19

Signature of Supervising Member:



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COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

Original Amendment

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 ten 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: AnitaB.org (Anita Borg Institute for Women and Technology)

2. Travel Destination(s): Orlando, FL

3. Date of Departure: 10/02/2019 Date of Return: 10/04/2019

4. Name(s) of Traveler(s): Sara Barber

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 Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$495.09 (flight + taxis)	\$581.10 (incl. fees + taxes)	\$45.67	
Accompanying Family Member				

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: Date: 10/11/2019

Name: Brenda Darden Wilkerson Title: CEO

Organization: AnitaB.org

I am an officer of the above-named organization. Signify statement is true by checking box:

Address: 1301 Shoreway Road Suite 425 Belmont, CA 94002

Telephone: (650) 352-7500 Email: BrendaDW@anitab.org

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.



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TRAVELER FORM

1. Name of Traveler: Sara Barber +
2. Sponsor(s) who will be paying for the trip: AnitaB.org (The Anita Borg Institute for Women in Technology) +

3. City and State **OR** Foreign Country of Travel: Orlando, FL

4. a. Date of Departure: October 2, 2019 Date of Return: October 4, 2019

b. Will you be extending the trip at your personal expense? Yes No
If yes, list dates at personal expense: _____

5. a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes:

(1) Name of Accompanying Family Member: _____

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

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

6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No

b. If yes, and you are requesting lodging for two nights, explain why the second night 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.**

As professional staff of the House Science Committee, this event is an opportunity to learn about the challenges women technologists face to inform the work of the Committee to increase the representation of women in science and technology fields.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

Signature of Employing Member Eddie Bernice Johnson Date 8/29/19

RECEIVED
2019 SEP 23 PM 1:04
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 website (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: AnitaB.org (The Anita Borg Institute for Women in Technology)

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 attachment.

5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: October 2, 2019 Date of Return: October 4, 2019
7. a. City of departure: Washington, DC
b. Destination(s): Orlando, FL
c. City of return: Washington, DC
8. **Check only one.** I represent that:
 - 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 only 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 you checked this box, explain why the second night of lodging is warranted: _____



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10. Attached is a detailed agenda of the activities 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 only one of the following:**
- 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. *Not Applicable.* 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 attachment.

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:

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. **Check only one.** I represent that either:
- 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): _____

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

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Avanti International Resort City: Orlando, FL Cost Per Night: \$99.00
 Reason(s) for Selecting: Near the convention center venue where sessions are held; economical choice
- 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:*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$400.00	\$198.00	\$66.00
For each Accompanying Family Member			

	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	\$600.00	Government-rate conference registration fee waived by primary trip sponsor
For each Accompanying Family Member		

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

19. Check only one:

- a. I certify that I am an officer of the organization listed below: **OR**
 - b. *Not Applicable.* Trip 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: Stephanie Rodriguez Date: 08/26/2019

Name: Dr. Stephanie Rodriguez

Title: VP Policy & Engagement

Organization: AnitaB.org

Address: 1301 Shoreway Drive, Belmont CA, 94002

Telephone: (650) 352-7500 x 7476

Email: stephanier@anitab.org

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, D.C. 20515
 Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Doneso
Counsel to the Ranking Member

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

September 27, 2019

Sara Barber
Committee On Science, Space, and Technology
2321 Rayburn House Office Building
Washington, DC 20515

Dear Sara Barber:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Orlando, Florida, scheduled for October 2 to 4, 2019, sponsored by AnitaB.org (The Anita Borg Institute for Women in Technology).

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.

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

Sincerely,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:mso

Grace Hopper Celebration of Women Technologists

TRAVEL & ACCOMMODATIONS

Hyatt Regency Orlando
9801 International Drive
Orlando, FL 32819

Sara Barber
Hotel Reservation Number: 4212417001
Arrival: Wednesday, 3:00 pm at MCO
Departure: Friday, 9:30 am at MCO
Phone: (405) 618-1555

Cate Johnson
Hotel Reservation Number: 42124183
Arrival: Wednesday, 2:00 pm at MCO
Departure: Friday, 10:30 am at MCO
Phone: (608) 576-0473

CONTACTS

Faith Savaiano, AnitaB.org Policy & Advocacy Associate
faiths@anitab.org, (847) 239-0183

Stephanie Rodriguez, VP of Policy & Engagement
StephanieR@anitab.org, (574) 210-4236

Cullen White, Director of Strategic Alliances
CullenW@anitab.org, (206) 226-9160

SCHEDULE AT A GLANCE

Wednesday, Oct. 2	Travel day; Badge Pick-up; Friends of AnitaB.org Reception
Thursday, Oct 3	Curated Delegation Agenda (below)
Friday, Oct 4	Travel day; Conference events at your discretion

FAQs

- Please don't forget to pick up your badges after your arrival on Wednesday before 9pm ET. We would recommend picking up badges at the following location: Hyatt Regency Orlando, Convention Level across from the escalators between Orlando Ballroom N and Regency Ballroom Q.
- Recommended dress is business casual; the venue is quite large, with a full schedule, so please prioritize your comfort. (Tech industry events tend to be more casual than the typical Hill event.)
- AnitaB.org will be reimbursing you for travel, cabs/rideshares, and meals; Faith will follow up via email with required documents to receive reimbursement, but please **save your receipts** throughout the trip.
- Time permitting, we welcome you to explore other elements of the conference that may be of interest. See track themes and details [here](#). The full agenda is located [here](#).

We envision a future where the people who imagine and build technology mirror the people and societies for whom they build it.

CURATED SCHEDULE

Wednesday, Oct. 2: Suggested Travel Day

4:00 pm Arrival in Orlando, FL
Please pick up your badges before 9pm ET after your arrival. Badge pick-up location options:

- *Recommended:* Hyatt Regency Orlando, Convention Level across from the escalators between Orlando Ballroom N and Regency Ballroom Q
- Orange County Convention Center (OCCC) Registration Desk #1, West Hall B Lobby
- Orange County Convention Center (OCCC) Registration Desk #2, West Hall E Lobby

6:00-8:00 pm Friends of AnitaB.org Reception
Location: Rosen Centre Grand Ballroom A
Evening reception (optional) with featured and keynote speakers, industry executives, PitchER finalists and judges, and AnitaB.org board members and executive staff; networking and community building.

Thursday, Oct. 3: Day of Curated Engagement

7:15 am Morning Meet-up
Location: Hyatt Lobby
Schedule run-through; introductions to other team members who will be joining.

7:30-9:00 am Minority Serving Institution Stakeholder Recognition Breakfast
Location: Hyatt Plaza International Ballroom D
Recognition breakfast for the early supporters of the developing AnitaB.org MSI Stakeholder Initiative and the communities served. Invitees include inaugural AnitaB.org scholarship funders, donors contributing to the participation of women of color at GHC19, select members of the HBCU Partnership Challenge, and students and valued stakeholders from MSI communities.

9:30-10:30 am Special Session: Opportunities to Lead - Women's Voices in Today's Tech Policy Landscape
Location: OCCC W415A
Sara and Cate to serve on panel as technical subject matter experts, highlighting key issues for their offices and committees. An opportunity for immediate feedback on key policy issues is possible, wherein subject expertise and questions can be solicited from an audience of technical experts on site. This conversation will be moderated by Dr. Stephanie Rodriguez, AnitaB.org VP of Policy & Engagement.

11:15-11:45 am Session: The Future is FemTech
Location: OCCC W222B
FemTech - technology geared toward improving women's lives - is on the rise. Women technologists and entrepreneurs are best positioned to take advantage of this growth,



driven by their unique understanding of the target customer segment. This presentation will focus on an entrepreneurial opportunities and challenges in this high-growth market, as well as deepen Congressional staffs' knowledge of this unique market from both an economic and social equity perspective. The session is open to all attendees and will be led by Lakshmi Yendapalli, Head of Market Intelligence at PWC.

12:00-1:00 pm Advocates for Women in Tech Luncheon

Location: OCCC W208C

The inaugural Advocates for Women in Tech Luncheon will shine a spotlight on the community of advocates working toward an equitable tech ecosystem. Policy experts, corporate social responsibility executives, community leaders, and interested individuals, are welcome to come network and listen to women's rights and STEM advocacy leaders discussing the role of advocates in advancing solutions for an inclusive tech workforce. Participants will be seated according to region, allowing for opportunities to engage with constituent attendees.

Remarks

- Karen Horting: Executive Director and CEO, Society for Women Engineers
- Kimberly Churches: CEO, American Association of University Women

1:15-1:45 am Session: Women Building for Women

Location: OCCC W222B

Women influence 85 percent of all consumer purchases and sit in the driver's seat for the purchasing decisions they make for themselves/their families. Yet they're in the backseat when it comes to designing the products they use every day. This session will serve as continuation of conversation about women-led businesses, but from technical perspective. This session will include insights from companies like The Wing, Airbnb, and Etsy, which are pioneering a women-first approach to inclusive product development. The session will be led by Nickey Skarstad, VP of Product at The Wing.

2:30-3:30 pm Insight from and Conversations with AnitaB.org Board of Trustees

Location: Hyatt Atlantic

Meet to discuss issues of corporate diversity, data privacy, and emerging issues in the tech ecosystem with the [AnitaB.org Board of Trustees](#). The AnitaB.org board is comprised of distinguished technology professionals from industry and academia who are dedicated to our mission to connect, inspire and guide women in the field of computing.

4:00-4:45 pm Featured Session: Considerations of Emerging Technology for Policy and Citizenry

Location: OCCC Chapin Theater (Lvl 3)

Executives from leading tech companies discuss privacy and trust related issues which should be top of mind to policymakers and subject matter experts as emerging technologies evolve, including the vital role women technologists play in shaping the future of these technologies and the policy that regulates them. The session will provide an informed point of view on emerging tech to watch from a privacy and innovation perspective. From blockchain to machine learning, considerations of data privacy, data



access, data use, and trust are common threads. This is intended as a premier learning opportunity for our invited Congressional Delegation.

Remarks

- **Moderator:** Kumar Garg, Sr. Director for Technology and Society; Schmidt Futures
- Blockchain: Marie Wieck, General Manager; IBM Blockchain
- Data Privacy: Erin MacLeod, Senior Director, Product & Privacy Counsel; Ancestry
- Machine Learning: Tal Niv, Vice President of Legal & Policy; GitHub

5:30 pm

Delegation-only dinner, arranged by AnitaB.org

Friday, Oct. 4: Return to DC

9:00 am

Departure from Orlando, FL

Ethics Form Attachment

Questions:

4. List of House invitees and their reasons for invitation are listed below:

Rep Alma Adams

Rhonda Foxx, Chief of Staff

Rhonda.Foxx@mail.house.gov

Rep. Alma Adams sits on the House Financial Services Committee, Diversity and Inclusion Subcommittee. The mission of AnitaB.org and Grace Hopper Celebration is to promote the representation and fair employment of women technologists in the workforce. This mission and the educational opportunities that will be presented at the event will be directly germane to the work being done on the Diversity and Inclusion Subcommittee and provide useful insight and subject matter experts that can inform legislative efforts.

Additionally, Rep. Adams is the chairwoman of the Bipartisan HBCU Caucus; the agenda includes sessions that will have insights specific to greater inclusion of students from minority-serving institutions in the tech workforce, which is directly related to the caucus' work.

House Financial Services Committee, Diversity and Inclusion Subcommittee (Majority)

Erica Miles, Staff Director

erica.miles@mail.house.gov

The mission of AnitaB.org and Grace Hopper Celebration is to promote the representation and fair employment of women technologists in the workforce. This mission and the educational opportunities that will be presented at the event will be directly germane to the work being done on the Diversity and Inclusion Subcommittee and provide useful insight and subject matter experts that can inform legislative efforts.

House Science, Space and Technology Committee (Majority)

Sara Barber, Ph.D., Professional Staff

Sara.Barber@mail.house.gov

The Grace Hopper Celebration raises up the scientific knowledge and expertise of women technologists, a perspective that often goes unheard. By inviting professional staff from the House Science, Space and Technology Committee, there will be educational opportunities for staff to learn from technologists that maintain a unique perspective and can provide dynamic analysis and input to issues germane to these staffers' efforts.

House Science, Space and Technology Committee (Minority)

Catherine (Cate) Johnson, Professional Staff

Catherine.Johnson@mail.house.gov

The Grace Hopper Celebration raises up the scientific knowledge and expertise of women technologists, a perspective that often goes unheard. By inviting professional staff from the House Science, Space and Technology Committee, there will be educational opportunities for staff to learn from technologists that

maintain a unique perspective and can provide dynamic analysis and input to issues germane to these staffers' efforts.

12. AnitaB.org is the organizer of the annual Grace Hopper Celebration of Technical Women. We as an organization exist to progress a mission of intersectional gender and pay equity in tech, and the Grace Hopper Celebration is our flagship event. The Grace Hopper Celebration presents rich educational opportunities for House staff to learn from individual women, academics, and tech employers about the state of diversity and inclusion in the tech workforce.