



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, by email at gifttravelreports@mail.house.gov**, 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: Zachary Rutherford
2. a. Name of Accompanying Relative: _____ OR None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 06/17/21 Return: 06/19/2021
b. Dates at Personal Expense, if any: _____ OR None ☐
4. Departure City: Washington Destination: DC Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:
I attended a number of panels that included leadership staff, former chiefs of staff/staff directors, ethics briefing, and group meals/networking events
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 *Additional Sponsor Form(s)*;
 - 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: Zachary Rutherford Date: 07/02/21

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: Diana Harshbarger Date: 07/02/21

Signature of Supervising Member: Diana Harshbarger



U.S. House of Representatives

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: Congressional Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: 06/17/2021 Date of Return: 06/19/2021
4. Name(s) of Traveler(s): see attached list
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	n/a	\$407.88	\$156	\$278.10 Room Rental
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: Mark Strand Date: 6/28/2021

Name: Mark Strand Title: President

Organization: Congressional Institute

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

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Email: strand@conginst.org Telephone: 703-837-8812

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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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. This 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: Zachary Rutherford

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: Zachary Rutherford

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Diana Harshbarger

Office Address: 167 Cannon HOB

Telephone Number: 202-225-6356

Email Address of Contact Person: Zac.Rutherford@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 on Ethics at 202-225-7103 or via e-mail: travel.requests@mail.house.gov.



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TRAVELER FORM

1. Name of Traveler: Zachary Rutherford
2. Sponsor(s) who will be paying for the trip: Congressional Institute
3. City and State **OR** Foreign Country of Travel: ~~Chesapeake, MD~~ Cambridge MD
4. a. Date of Departure: 06-17-21 Date of Return: 06-19-21
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.
The program encompasses a number of training and sessions specifically tailored for Chiefs of Staff. In my role as Chief for Diana Harshbarger, this will allow growth so I can better serve
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

Diana Harshbarger

Date

05/06/2021



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 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: Congressional Institute
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 Addendum & Attached Invitation List
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☒ Yes ☐ No
6. Date of Departure: June 17, 2021 Date of Return: June 19, 2021
7.
 - a. City of departure: Washington, DC
 - b. Destination(s): Cambridge, MD
 - 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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COMMITTEE ON ETHICS

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 Addendum
-
-
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): Day 1 - \$50, Day 2 - \$88, Day 3 - \$18
-
- 2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capacity to handle a large event.
-
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$161
- Reason(s) for Selecting: Proximity to DC, Availability, Security & Facility size
- 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:

☐ Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
☒ Good Faith Estimates			
For each Member, Officer, or Employee	\$58	\$411	\$156
For each Accompanying Family Member	\$58	\$0	\$156

	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	\$309 \$178	Room Rental COVID Testing
For each Accompanying Family Member	\$309 \$178	Room Rental COVID Testing

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: Mark Strand Date: 5/4/2021

Mark Strand

Name: _____

President

Title: _____

Congressional Institute

Organization: _____

1700 Diagonal Road #300, Alexandria, VA 22314

Address: _____

703-837-8812

Telephone: _____

strand@conginst.org

Email: _____

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

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House Minority and Senate Majority personal offices, the Staff Director in House Minority committee offices as well as select leadership staff.

Question 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:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$309 as disclosed on the sponsor form.

COVID Safety Precautions: If you have not been vaccinated, we strongly encourage you to be tested for COVID before traveling to the conference. We will have onsite testing and are following all health protocols, including ensuring all seats for meals and discussions are socially distanced. Masks are strongly encouraged; we will have extra PPE for attendees as well as hand sanitizer. Health screenings and temperature checks will be required before you can enter the meeting space.

From: **Congressional Institute** sva@conginst.org
Subject: Test - Register Now for the GOP Chiefs of Staff Conference
Date: May 4, 2021 at 1:00 PM
To: amym@conginst.org

RC

2021 Chiefs of Staff Conference

Thursday, June 17, 2021 -
Saturday, June 19, 2021
Hyatt Regency Chesapeake Bay



PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON TUESDAY, MAY 18, 2021!!!

Dear */fname/*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2021 Chiefs of Staff Conference, which will be from Thursday, June 17, 2021, through Saturday, June 19, 2021, at Hyatt Regency Chesapeake Bay in Cambridge, MD. We hope you and your family will join us.

You have a ton on your plate as a chief, so we're developing an agenda that will lighten the load for the year ahead. Since we are inviting House and Senate Republican personal chiefs of staff, committee staff directors and leadership staff, you will have the opportunity to expand your professional network and get to know colleagues you might not normally meet during a normal workday.

Your health and safety is our top priority at this conference. If you have not been vaccinated, we strongly encourage you to be tested for COVID before traveling to the conference. We will have onsite testing and are following all health protocols, including ensuring all seats for meals and discussions are socially distanced. Masks are strongly encouraged; we will have extra PPE for attendees. Health screenings and temperature checks will be required before you can enter the meeting space.

As usual, we are working with the Committee on Ethics so the Institute can cover your costs. You are being invited so that you can hear about the future of the nation and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships.

To Register:

Step 1: Submit Ethics Packet by Tuesday, May 18, 2021

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Primary Trip Sponsor Form](#) and submit the whole package with your completed Traveler Form by Tuesday, May 18, 2021, to the Committee on Ethics. This entire package 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.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and the cost would need to be covered by your Member's principal campaign committee funds.

Additionally, you must file a travel disclosure statement with the Clerk of the House

within 15 days of your return.

Step 2: Register on the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation, and meetings during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

To Register: [Register for Chiefs of Staff Conference](#)

Email Address: */email/*

Access Code: */other_id/*

If you are unable to attend, please use the following link to [decline this invitation](#).

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call (703)837-8812 or email rsvp@conginst.org. We look forward to seeing you in Cambridge!

Best wishes,
Mark Strand, President
The Congressional Institute
(703) 837-8812 - Office
strand@conginst.org

[Sign up for the Congressional Institute's e-newsletter!](#)

If you are not the correct contact for this office, please [reply to this email](#) with the updated contact information instead of [unsubscribing](#).



**Congressional
Institute**

**2021 House Republican Chiefs of Staff Conference
Cambridge, Maryland**

Thursday, June 17, 2021

1:30PM Bus Departs from Hill

2:00 PM Nametag Pickup

4:15 PM Welcome

4:30 PM New Findings on Public Opinion
David Winston, The Winston Group
Myra Miller, The Winston Group

5:30 PM Reception & Dinner
Niall Ferguson, Hoover Institution

Friday, June 18, 2021

8:00 AM Breakfast

9:00 AM Leadership Chiefs of Staff
Dan Meyer, Office of the Republican Leader
Brett Horton, Office of the Republican Whip
Kara Ahern, House Republican Conference

10:00 AM The Effective Communicator
Mark Horstman, Manager Tools, LLC

12:00 PM Lunch
Os Guinness
Author and social critic

1:15 PM The Chinese Communist Party: The Challenge It Poses and America's Response
Matthew Pottinger, Former Deputy National Security Advisor
Elizabeth Economy, Hoover Institution
Derek Scissors, American Enterprise Institute

2:30 PM America's Long-Term Fiscal Health
Douglas Holtz-Eakin, American Action Forum
Scott Hodge, The Tax Foundation
Jim Capretta, American Enterprise Institute

3:30 PM Ethics
Elliot Berke, Berke Farah LLC
Erin Clark, NRCC

4:30 PM Break

6:00 PM Reception & Dinner
Kim Strassel, The Wall Street Journal

Saturday, June 19, 2021

8:00 AM Breakfast

9:00 AM Using the MRA Effectively/Creating an Effective Casework Shop
Jen Daulby, Former Committee on House Administration Staff Director
Brad Fitch, Congressional Management Foundation

10:00 AM How to Win the Internet: Using Digital Media Effectively
Matt Lira, Hangar Capital

11:15 AM Open Mic Discussion
Moderator: Mark Strand, Congressional Institute

12:30 PM Conference Concludes
Bus departs from Hyatt



**Congressional
Institute**

**2021 House Republican Chiefs of Staff Conference
Cambridge, Maryland**

Thursday, June 17, 2021

1:30PM	Bus Departs from Hill	S Capitol St (Between Rayburn & Longworth)
2:00 PM	Nametag Pickup	Choptank Ballroom Foyer
4:15 PM	Welcome	Choptank Ballroom
4:30 PM	GOP Outreach to Hispanic Communities David Winston, The Winston Group Myra Miller, The Winston Group Daniel Garza, The LIBRE Initiative Jeyben Castro, House Office of Diversity and Inclusion	Choptank Ballroom
6:00 PM	Reception	Regatta Pavilion
7:00 PM	Dinner Walter Russell Mead, <i>The Wall Street Journal</i>	Chesapeake Ballroom

Friday, June 18, 2021

8:00 AM	Breakfast	Chesapeake Ballroom
9:00 AM	Leadership Chiefs of Staff Dan Meyer, Office of the Republican Leader Brett Horton, Office of the Republican Whip Patrick Hester, House Republican Conference	Choptank Ballroom
10:00 AM	The Effective Communicator Mark Horstman, Manager Tools, LLC	Choptank Ballroom
12:00 PM	Lunch Rich Lowry, <i>National Review</i>	Chesapeake Ballroom
1:15 PM	Ethics Moderator: Kelle Strickland, House Ethics Committee Elliot Berke, Berke Farah LLC Erin Clark, NRCC	Choptank Ballroom

2:30 PM **Working with the White House and Senate** **Choptank Ballroom**
Ben Howard, Former White House Deputy Director of Legislative Affairs
Brian McGuire, Former Chief of Staff to Senate Republican Leader Mitch McConnell

3:30 PM **Taxes, Inflation and the Economy: What Americans Think** **Choptank Ballroom**
David Winston, The Winston Group
Myra Miller, The Winston Group

4:30 PM **Break**

6:00 PM **Reception** **Chesapeake Foyer & Patio**

7:00 PM **Dinner** **Chesapeake Ballroom**
Mollie Hemingway, The Federalist

Saturday, June 19, 2021

8:00 AM **Breakfast** **Chesapeake Ballroom**

9:00 AM **The Future of the Congressional Workplace** **Choptank Ballroom**
Manar Morales, Diversity and Flexibility Alliance
Tim Monahan, Committee on House Administration
Jen Daulby, Former Staff Director, Committee on House Administration

10:00 AM **How to Win the Internet: Using Digital Media Effectively** **Choptank Ballroom**
Matt Lira, Hangar Capital
Steve Johnston, FlexPoint Media
Kate Parnitzke, Former White House Chief Digital Officer

11:15 AM **Open Mic Discussion** **Choptank Ballroom**
Moderator: Mark Strand, Congressional Institute

11:45 AM **Conference Concludes**
Bus departs from Choptank Ballroom Entrance