



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: Maddie Mitchell
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 10/13/21 Return: 10/15/21
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: DC Destination: Williamsburg Return City: DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:
 Professional development sessions, policy background info sessions, 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: _____ Date: 10/25/21

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: Trey Hollingsworth Date: 10/26/21

Signature of Supervising Member: _____



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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): Williamsburg, VA
3. Date of Departure: October 13, 2021 Date of Return: October 15, 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	\$77.77	\$211.28	\$156.76	\$356.46 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

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: October 20, 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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TRAVELER FORM

1. Name of Traveler: Maddie Mitchell
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Congressional Institute
3. City and State OR Foreign Country of Travel: Williamsburg, VA
4. a. Date of Departure: 10/13 Date of Return: 10/15
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? If yes:
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____
(3) Yes No Accompanying Family Member is at least 18 years of age.
6. a. Yes No 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)?
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted: _____
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.
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 the Legislative Director for Trey Hollingsworth, attending this retreat will serve as a professional development opportunity to help further my career. The attendees are other people in my field and position, with expertise and knowledge to share between us.
9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
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: _____

Date: 9/2/21



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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. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 13, 2021 Date of return: October 15, 2021
7. a. City of departure: Washington, DC
b. Destination(s): Williamsburg, VA
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; **OR**
 - b. I checked 8(c) above but am not offering any lodging; **OR**
 - 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 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 the 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 - \$46, Day 2 - \$84, Day 3 - \$22
- 2) Provide the reason for selecting the location of the event or trip:
Relative proximity to DC and capacity to handle a large event
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- | | | | | | |
|--------------------------|--|-------|-------------------------|-----------------|---------------------|
| Hotel Name: | <u>Kingsmill</u> | City: | <u>Williamsburg, VA</u> | Cost Per Night: | <u>\$102 +taxes</u> |
| Reason(s) for Selecting: | <u>proximity to DC, availability, security & facility size</u> | | | | |
| Hotel Name: | <u>Double Tree</u> | City: | <u>Williamsburg, VA</u> | Cost Per Night: | <u>\$149 +taxes</u> |
| Reason(s) for Selecting: | <u>proximity to Kingsmill</u> | | | | |
| Hotel Name: | <u>Courtyard Marriott</u> | City: | <u>Williamsburg, VA</u> | Cost Per Night: | <u>\$99 +taxes</u> |
| Reason(s) for Selecting: | <u>proximity to Kingsmill</u> | | | | |
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 the 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	\$82	\$227-\$340	\$153
For each Accompanying Family Member	\$82	\$227-\$340	\$153
	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	\$323	Room Rental	
For each Accompanying Family Member	\$323	Room Rental	

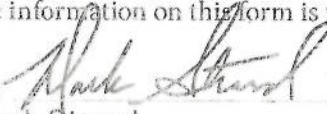
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: _____
 Name: Mark Strand Title: President
 Organization: Congressional Institute
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314
 Email: strand@conginst.org Telephone: 703-837-8812

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

October 12, 2021

Ms. Madeline Mitchell
Office of the Honorable Trey Hollingsworth
1641 Longworth House Office Building
Washington, DC 20515

Dear Ms. Mitchell:

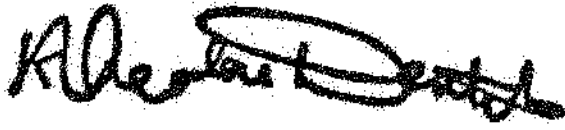
Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for October 13 to 15, 2021, sponsored by Congressional Institute.

This approval represents the Committee's determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

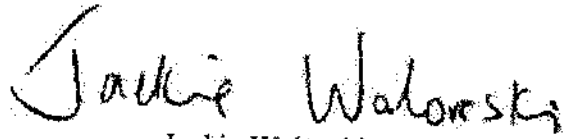
You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you 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 \$415 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



Jackie Walorski
Ranking Member

TED/JW:adw

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 roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communication staff in leadership offices.

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. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 13: 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 audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$323.



Legislative and Communication Directors Conference

October 13-15, 2021

The Kingsmill, Williamsburg, Virginia

Wednesday, October 13, 2021

11:30 AM

Buses Depart

Rayburn Horseshoe

3:00 PM

Check-In

4:00 PM

Welcome

Mark Strand, Congressional Institute

4:10 - 5:15 PM

Americans' Views on Today's Topics

Rob Autry, Meeting Street

Dave Sackett, Tarrance Group

5:15 - 6:25 PM

GOP Outreach to Hispanic Communities

David Winston, The Winston Group

Myra Miller, The Winston Group

Daniel Garza, The Libre Initiative

6:30 - 9:00 PM

Reception & Dinner

Kim Strassel, *Wall Street Journal*

Thursday, October 14, 2021

8:00 - 8:45 AM

Breakfast

9:00 - 10:00 AM

House Leadership Presentation

Moderator: Mark Strand, Congressional Institute

Will Dunham, Office of GOP Leader Kevin McCarthy

Matt Sparks, Office of GOP Leader Kevin McCarthy

****All invitees are subject to change****

Marty Reiser, Office of GOP Whip Steve Scalise
Lauren Fine, Office of GOP Whip Steve Scalise

10:00 - 11:00 AM **Congressional Ethics: A Primer**
Elliot Berke, Berke Farah LLP
Erin Clark, NRCC

11:00 - 12:00 PM **Constituent Communications: Strategies and Standards**
Moderator: Mark Strand
Elisabeth Conklin, House Communications Standards Commission
Max Engling, Office of GOP Leader Kevin McCarthy

12:00 - 1:15 PM **Lunch: How Adam Smith Can Change Your Life**
Russ Roberts, Hoover Institution

Legislative Directors

1:15-2:30 **The Economy, Inflation and the Debt**
Michael Strain, AEI
Scott Hodge, Tax Foundation
Maya MacGuineas, Committee for a
Responsible Federal Budget

2:45-4:15 **American Security**
Moderator: Mark Strand
Senator Jim Talent, AEI
Rob Greenway, Hudson Institute
Mackenzie Eaglen, AEI

4:30-6:00 **Healthcare**
Marie Fishpaw, Heritage Foundation
Brian Blase, Galen Institute
Chris Pope, Manhattan Institute

Communication Directors

1:15-2:45 **Communicating with a Hostile
Press/Communicating in the Minority**
Michael Steel, Hamilton Place
Strategies

3:00-4:30 **How to Pitch to the Media**
Jessica Towhey, 2e Communications
Charyssa Parent, House Republican
Conference

4:45-6:15 **The Latest on Digital Media Best
Practices**
Matt Lira, Hangar Capital
Katlyn Karnes, Former White House

Digital Director
Steve Johnston, FlexPoint Media

7:00 - 9:00 PM **Reception and Dinner**
Josh Holmes, *Ruthless* podcast

Friday, October 15, 2021

8:00 AM **Breakfast**

****All invitees are subject to change****

From: Congressional Institute rsvp@conginst.org
Subject: Test - Legislative and Communication Directors Conference: Registration
Date: August 17, 2021 at 5:34 PM
To: amym@conginst.org

RC

2021 Legislative and Communication Directors Conference

Wednesday, October 13, 2021 -
Friday, October 15, 2021
Kingsmill



**PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON
MONDAY, SEPTEMBER 13, 2021!!!**

Dear */fname/*,

The Congressional Institute is once again honored to host the annual 2021 Legislative and Communication Directors Conference, from Wednesday, October 13, 2021, through Friday, October 15, 2021, at the Kingsmill in Williamsburg, VA. We hope you will join us.

This invitation is being extended to legislative directors and the most senior communications staffer in Republican House personal offices, committee offices, and leadership staff. The conference is designed to strengthen professional relationships, educate you on policy issues and best practices, and encourage productive conversations with your colleagues.

Please note that this conference is limited to two staff members from each personal and committee office: one person from the legislative shop and one person from the communications/press shop.

To Register:

Step 1: Submit Ethics Packet by Monday, September 13, 2021

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Private Sponsor Travel Certification Form](#) and submit the whole package with your completed Traveler Form by Monday, September 13, 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 with 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 2021 Legislative and Communication Directors 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 Williamsburg!

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](#).

LCD House Staff

First Name	Last Name	Job Title	Institution
Steve	Ackerman	Legislative Director	Office of Rep. Fletcher
Emily	Ackerman	Deputy Chief of Staff/Legislative Director	Office of Rep. Reschenthaler
Jeremy	Adler	Communications Director	Office of Rep. Cherey
Paige	Agostin	Legislative Director	Office of Rep. Boeberl
Craig	Anderson	Legislative Director and Military Legislative Assistant	Office of Rep. Scott
Liam	Anderson	Communications Director/Press Secretary	Office of Rep. Stewart
Rebecca	Angelison (Card)	Communications Director	Office of Rep. Latta
Maggie	Ayrea	Legislative Director	Office of Rep. Graves (LA)
Kevin	Baird	Communications Director	Office of Rep. Griffith
Samantha	Baker	Legislative Director	Office of Rep. Grothman
Natalie	Baldassarre	Communications Director	Office of Rep. Mallotakis
Jimmy	Balfaro	Legislative Director	Office of Rep. Davis
Don	Barber	Legislative Director	Office of Rep. Ellzey
Noah	Barger	Legislative Director	Office of Rep. Bost
Nick	Barley	Communications Director	Office of Rep. Keller
Walker	Barnett	Legislative Director	Office of Rep. Waltz
Joe	Barry	Legislative Director	Office of Rep. Good
Jacqueline	Battaglia	Scheduler	Office of the Whip
Hilton	Beckham	Communications Director	Office of Rep. Biggs
Mark	Bednar	Director of Strategic Communications	Office of the Leader
Isabela	Belchior	Legislative Director	Office of Rep. Gaetz
Lyssa	Bell	Communications Director	Office of Rep. Pfluger
Alex	Bellizzi	Communications Director	Office of Rep. Barr
Evan	Bender	Legislative Director	Office of Rep. Nehls
William	Bensur	Communications Director	Office of Rep. Burchett

Chris	Berardi	Communications Director/Press Secretary	Office of Rep. McKinley
Madison	Berube	Communications Director/Press Secretary	Office of Rep. Schmert
Chris	Bien	Deputy Director of Floor Operations	Office of the Leader
Aaron	Bill	Legislative Director	Office of Rep. Buchanan
Lauren	Billman	Legislative Director	Office of Rep. Miller
Jeff	Bishop	Legislative Director	Office of Rep. Shauber
Matt	Blackwell	Legislative Director	Office of Rep. Dunn
Meredith	Blanford	Communications Director/Press Secretary	Office of Rep. Mullin
Summer	Blevins	Communication Director	Office of Rep. Zitrakis
Curt	Blumatis	Legislative Director	Office of Rep. Wadney
Micah	Bock	Communications Director	Office of Rep. Spartz
Hanna	Bogunowski	Communications Aide	Office of the Leader
Patrick	Bond	Communications Director	Office of Rep. Lucas
Jake	Bornstein	Legislative Director	Office of Rep. Curtis
Grady	Bourne	Legislative Director	Office of Rep. Carter (TX)
Sara "S.K."	Bowen	Communications Director	Office of Rep. Guthrie
Joshua	Bradley	Legislative Director	Office of Rep. Moore
Francis	Brennan	Rapid Response Director	House Republican Conference
Palmer	Briham	Communications Director	Office of Rep. Stefanik
Alex	Briggs	Legislative Director	Office of Rep. Sibbs
Sean	Brislin	Legislative Director	Office of Rep. Rosendale
Aaron	Britt	Communications Director	Office of Rep. Feenstra
Ken	Brooke	Legislative Director	Office of Rep. Amodei
Frances	Brooke	Policy Director	Office of the Whip
Joanna	Brown	Legislative Director	Office of Rep. Walberg
Zack	Brown	Press Secretary	Office of Rep. Young
Ashley	Brown	Communications Director/Press Secretary	Office of Rep. Van Drew
Arthur	Bryant	Communications Director	Office of Rep. Wagner
Laynee	Buckels	Press Secretary	Office of Rep. Higgins

Rory	Burke	Legislative Director	Office of Rep. Cosar
Courtney	Butcher	Member Services Director	House Republican Conference
Courtney	Butler	Member Services Director	House Republican Conference
Lesley	Byers	Communications Director	House Committee on Homeland Security
Michael	Calcagni	Legislative Director	Office of Rep. Turner
Aaron	Carlins	Legislative Director	Office of Rep. Biggs
Christina	Centron	Media Affairs Advisor	Office of the Leader
Heather	Compbell	Legislative Director	Office of Rep. Branger
Sarah	Cannon	Legislative Director	Office of Rep. Simpson
Emily	Carlin	Communications Director/Press Secretary	Office of Rep. Obermole
Buckley	Carlaun	Communications Director	Office of Rep. Banks
Conor	Carney	Legislative Director	Office of Rep. Leitch
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Kirsten	Wise	Legislative Director	Office of Rep. Kinley
Kelsey	Wolfe	Senior Legislative Assistant	Office of Rep. Buchheit
Jordan	Wolfe	Senior Policy Advisor	Office of Rep. Gohmert
Emily	Wood	Communications Director	Office of Rep. Duncan
Maggie	Woodin	Legislative Director	Office of Rep. Veffer
Joshua	Woodward	Legislative Director	Office of Rep. Jernmark
Noah	Yant	Legislative Director	Office of Rep. Hegedorn
Rob	Yard	Policy Director	House Committee on Small Business
Ebbie	Yazbeck	Legislative Director	Office of Rep. Resko
Dominique	Yehood	Legislative Director	Office of Rep. Ryan
Ryan	Young	Legislative Director	Office of Rep. Sessions



Legislative and Communication Directors Conference

October 13-15, 2021

The Kingsmill, Williamsburg, Virginia

Wednesday, October 13, 2021

4:00 PM	Welcome Mark Strand, Congressional Institute	Burwell Ballroom
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4:10 - 5:45 PM	Americans' Views on Today's Topics David Winston, The Winston Group Myra Miller, The Winston Group Dave Sackett, Tarrance Group	Burwell Ballroom
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6:00 - 9:00 PM	Reception & Dinner Janis Shinwari, No One Left Behind	James River Grand Ballroom
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Thursday, October 14, 2021

8:00 - 8:45 AM	Breakfast	James River Grand Ballroom
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9:00 - 10:00 AM	House Leadership Presentation Moderator: Mark Strand, Congressional Institute Will Dunham, Office of GOP Leader Kevin McCarthy Matt Sparks, Office of GOP Leader Kevin McCarthy Francis Brooke, Office of GOP Whip Steve Scalise Michael Comer, Office of GOP Whip Steve Scalise Charyssa Parent, House Republican Conference	Burwell Ballroom
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10:00 - 11:00 AM	Congressional Ethics: A Primer Moderator: Kelle Strickland, House Ethics Committee Elliot Berke, Berke Farah LLP Erin Clark, NRCC	Burwell Ballroom
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11:00 - 12:00 PM	Constituent Communications: Strategies and Standards Moderator: Mark Strand Elisabeth Conklin, House Communications Standards Commission Max Engling, Office of GOP Leader Kevin McCarthy	Burwell Ballroom
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12:00 - 1:15 PM **Lunch: Communicating with the Press**
Ari Fleischer, Ari Fleischer Communications

Legislative Directors
Tazewell

Communication Directors
Burwell Ballroom

1:15-2:15 **The Economy, Inflation and the Debt**
Scott Hodge, Tax Foundation
Douglas Holtz-Eakin

1:15-2:15 **Developing a Strategic Communications Plan**
Colin Reed, South & Hill Strategies

2:15-3:15 **American Security**
Senator Jim Talent, Ronald Reagan Presidential Foundation
Rachel Hoff, Reagan Presidential Foundation

2:15-3:15 **Using New Technology to Reach the Public**
Steve Johnston, FlexPoint Media
Kate Karnes, Former White House Digital Director
Alex Kouts, IndiGov

3:15-4:15 **Crime and Policing**
Sheriff Scott Jenkins, Culpeper County
Hannah Meyers, Manhattan Institute

3:15-4:15 **Communicating with Hispanic Constituents**
Daniel Garza, LIBRE Initiative
David Winston, The Winston Group
Myra Miller, The Winston Group

6:00 - 9:00 PM **Reception and Dinner**
Kristen Soltis Anderson, Echelon Insights

James River Grand Ballroom

Friday, October 15, 2021

8:00 AM **Breakfast**

James River Grand Ballroom

9:00-10:00 AM **The 2021-2022 Supreme Court Term**
Carrie Severino, Judicial Crisis Network

Burwell Ballroom

10:00-11:00 AM **Getting to Yes: How to Negotiate and Have Difficult Conversations**
Bruce Patton, Harvard Negotiation Project

Burwell Ballroom

11:00-12:00 PM **A Guide to Redistricting**
Kylie Bongaardt, National Republican Redistricting Trust

Burwell Ballroom

12:00 PM **End of Retreat**
Buses Depart

Report name:	Attendance Report (House Staff)
Report date:	10/19/2021
Event Name:	2021 Legislative and Communication Directors Conference

First Name	Last Name	Institution	Job Title
Emily	Ackerman	Office of Rep. Reschenthaler	Deputy Chief of Staff/Legislative Director
Craig	Anderson	Office of Rep. Scott	Legislative Director
Rebecca	Angelson	Office of Rep. Latta	Deputy Chief of Staff
Maggie	Ayrea	Office of Rep. Graves (LA)	Legislative Director
Kevin	Baird	Office of Rep. Griffith	Communications Director
Samantha	Baker	Office of Rep. Grothman	Legislative Director
Bunny	DeFard	Office of Rep. Davis	Legislative Director
Don	DeBer	Office of Rep. Ellzey	Legislative Director
Novi	Barger	Office of Rep. Bost	Legislative Director
Walter	Lawler	Office of Rep. Walter	Legislative Director
Joe	Duffy	Office of Rep. Good	Legislative Director
Hilary	Cookham	Office of Rep. Biggs	Communications Director
Alex	DeLizzi	Office of Rep. Barr	Communications Director
William	Bensur	Office of Rep. Burchett	Communications Director
Chris	Bien	Office of the Leader	Deputy Director of Floor Operations
Jeff	Bishop	Office of Rep. Stauber	Legislative Director
Summer	Blevins	Office of Rep. Billirakis	Communication Director
Curt	Blampits	Office of Rep. Mooney	Acting Legislative Director
Micah	Bock	Office of Rep. Spartz	Communications Director
Hanna	Rogorowski	Office of the Leader	Communications Advisor
Sara "S.K."	Burwen	Office of Rep. Guthrie	Communications Director
Joshua	Stadley	Office of Rep. Moore (AL)	Legislative Director
Frank	Bronckat	House Republican Conference	Rapid Response Director
Pakera	Bryghon	Office of Rep. Stefanik	Communications Director
Robert	Bowles	Office of the Whip	Policy Director
Ken	Brooke	Office of Rep. Amodei	Legislative Director
Joanna	Brown	Office of Rep. Walberg	Legislative Director
Arthur	Bryant	Office of Rep. Wagner	Communications Director
Laynee	Buckels	Office of Rep. Higgins	Deputy Press Secretary
Courtney	Butcher	House Republican Conference	Member Services Director
Aaron	Calkins	Office of Rep. Biggs	Legislative Director
Christina	Cameron	Office of the Leader	Media Affairs and Operations Advisor
Heather	Campbell	Office of Rep. Granger	Legislative Director
Emily	Carlin	Office of Rep. Obernolte	Communications Director, Senior Advisor
Colin	Carr	Office of Rep. Loudermilk	Deputy Chief of Staff/ Legislative

Dylan	Chandler	Office of Rep. Gooden	Director
Valerie	Chicola	Office of Rep. Salazar	Communications Director
William	Christian	Office of Rep. Weber	Communications Director
Zakaria	Conrad	Office of Rep. Garbarino	Legislative Director
Carina	Clark	Office of Rep. Aderholt	Communications Director
Philipp	Clarke	Office of Rep. Rice	Communications Director
Alex	Clark	Office of Rep. Gohmert	Legislative Director
Saxon	Coffman	Office of Rep. Comer	Communications Director
Andrea	Coker	Office of Rep. Van Duyne	Legislative Director
Michael	Comer	Office of the Whip	Communication Director
Elisabeth	Conklin	Committee on House Administration	Digital Director
Laney	Cupeland	Office of Rep. Clyde	Director, Communication Standards Commission
Sarah	Corby	House Committee on Rules	Legislative Director
Meredith	Cruse	Office of Rep. Clyde	Director of Strategic Communications
Stacy	Denison	Office of Rep. McClain	Communications Director
Mel	Dunn	Office of Rep. Latta	Communications Director
Elizabeth	Duffy	Office of Rep. Malinowski	Legislative Director
Aaron	Dunne	Office of Rep. Davis	Legislative Director
Tracy	Geppert	House Republican Conference	Communications Director
Maria	J. Palma	Office of Rep. González (OH)	Creative Director
Britney	Dickerson	Office of Rep. Palazzo	Communications Director
Ross	Dietrich	Office of Rep. González-Colón	Communications Director/Press Secretary
Matt	Dillon	House Committee on Rules	Legislative Director
Dylan	Dilworth	Office of Rep. Van Duyne	Policy Director
Will	Dunnam	Office of the Leader	Legislative Director
Jordan	Dunn	Office of Rep. Gallagher	Communications Director
Kaitlyn	Dwyer	Office of Rep. Nicks	Legislative Director
Robert	Edminster	Office of Rep. Gohmert	Legislative Director
Ben	Johnson	Office of Rep. Long	Legislative Director
Wade	Engel	Office of the Leader	Deputy Member Services Director
Michael	Fonseca	Office of the Leader	Communications Director
Andrew	Frederick	Office of Rep. Newlin	Communications Director/Press Secretary
Ian	Foley	Office of Rep. Nunes	Legislative Director
Harry	Fones	Office of Rep. Rosendale	Legislative Director
J.P.	Freire	House Committee on Ways and Means	Communications Director
Dylan	Frost	Office of Rep. Hill	Communications Director
Steven	Gialer	Office of the Leader	Legislative Director
Joel	Gibbons	Office of Rep. Nehls	Senior Policy Advisor and Counsel
Scott	Gillfillan	Office of Rep. Elzey	Digital/Press Assistant
David	Goldfarb	Office of Rep. Steil	Communications Director
Joe	Gollinger	Office of Rep. Harshbarger	Legislative Director
AnnMarie	Graham	Office of Rep. Mast	Legislative Assistant
			Communications Director

Sean	Griffin	Office of Rep. Brooks	Legislative Counsel/Legislative Director
Elliott	Guffin	Office of Rep. Hudson	Legislative Director
Amanda	Hall	Office of Rep. Valadeo	Legislative Director
Scott	Hart	Office of Rep. Larson	Communications Director / Press Secretary
Joel	Hannahs	Office of Rep. Radewagen	Director of Communications
Matt	Hanselman	Office of Rep. Cline	Communications Director
Tom	Hader	Office of Rep. Graves (MO)	Digital Director
Wesley	Hartkins	Office of Rep. Lamborn	Communications Director
Miriam	Harmer	Office of Rep. Owens	Legislative Director
Eric	Harris	Office of Rep. Chabot	Legislative Director
Lynn	Hatcher	Office of Rep. Amodei	Communications Director
Emily	Henn	Office of Rep. Graves (MO)	Deputy Legislative Director
Jenna	Hewitt	Office of Rep. Walz	Communications Director
Bob	Hicks	Office of Rep. Obermire	Legislative Director
Christina	Hoff	House Committee on Environment and Natural Resources	Republican Health Staff Director
Christina	Hoff	Office of the Leader	Policy Advisor
David	Hoff	House Republican Conference	Deputy Press Secretary
David	Hoff	House Republican Conference	Policy Advisor
Harriet	Hoff	House Republican Conference	Operations Director
Stephanie	Hoff	Office of Rep. Pfluger	Legislative Director
Louis	Holman	House Committee on Climate Crisis	Senior Policy Advisor
Rachel	Huggins	Office of Rep. Burgess	Legislative Director
Allie	Humes	Office of the Leader	Member Services Coordinator
Alex	Ighaheart	Office of Rep. Wenstrup	Legislative Director
Alex	Ighaheart	Office of Rep. Foss	Communications Director
Bradley	Jaye	Office of Rep. Moore	Communications Director
McAly	Jenkins	Office of Rep. Mike Garcia	Communications Director
Danika	Jensen	Office of Rep. Bacon	Communications Director
Paul	Johansen	Office of Rep. Blunt	Legislative Director
Al	Johansen	Office of Rep. Timmons	Deputy Chief of Staff/Senior Advisor
Christina	Jorgensen	Office of Rep. Gosar	Policy Director
Paula	Jorgensen	Office of Rep. Judd	Legislative Director
John	Kenny	Office of Rep. Johnson (OH)	Communications Director
Colleen	Kennedy	Office of Rep. Tenney	Communications Director
Will	Kiley	Office of Rep. Miller-Meeke	Communications Director
Ed	Kim	Office of Rep. Moolenaar	Legislative Director
Erik	Kinney	Office of Rep. McClain	Legislative Director
John Mark	Kolb	Office of Rep. Salazar	Legislative Director
Steve	Koncar	Office of Rep. Mast	Legislative Director
Michael	Kotsovos	Office of Rep. Long	Communications Director
Christopher	Krepich	Office of Rep. Wenstrup	Communications Director
Jay	Kronzer	Office of Rep. Green (TN)	Legislative Director
Jeffrey	Kuckuck	Office of Rep. Emmer	Legislative Director
Alex	Lanfranconi	Office of Rep. Rutherford	Communications Director

Rachel	Ledbetter	Office of Rep. Scott	Communications Director
Chrissi	Lee	Office of Rep. Hartzler	Legislative Director
Kelli	Liegel	Office of Rep. Fitzgerald	Press Secretary
Lindsay	Linhares	Office of Rep. Letlow	Legislative Director
Tracy	Lewis-Chenoweth	Office of Rep. Ferguson	Communications Director
Heather	Lutz	Office of Rep. González Colón	Press Secretary
Nick	Lunneberg	Office of Rep. Fischbach	Legislative Director
Michelle	Malone	Office of Rep. Hironaka	Deputy Chief of Staff/Legislative Director
Cameron	Madson	Office of Rep. Stewart	Legislative Director
Nicole	Manley	Office of Rep. Cline	Legislative Director
Eli	Mansour	Office of Rep. Harshbarger	Communications Director
Chris	Marklund	House Committee on Natural Resources	Deputy Staff Director
Michael	Marth	Office of Rep. Jackson	Deputy Chief of Staff & Legislative Director
Paul	Mentzer	Office of Rep. Newhouse	Legislative Director
Debra	Merrill	Office of Rep. Kasten	Communications Director
Christy	Mitchell	House Republican Conference	Press Secretary
Bryan	Mohr	Office of Rep. Finix	Legislative Director
Tom	Morgan	Office of Rep. Blum	Legislative Director
Sevyn	McDonald	Office of Rep. Griffin	Legislative Director
LAZ	McNair	Office of Rep. LaFayette	Legislative Director
Clay	Mills	Office of Rep. Brooks	Communications Director
Madula	Mitchell	Office of Rep. Hollingsworth	Legislative Director
Kelsey	Mix	Office of Rep. Stauber	Communications Director
Carrie	Moralk	Office of Rep. Hollingsworth	Communications Director
Dylan	Morison	Office of Rep. Sundbom	Deputy Chief of Staff and Legislative Director
Mackenzie	Mynalns	Office of Rep. Turner	Communications Director
Cher	Morrison	Office of Rep. Gallagher	Legislative Director
Christina	Murphy	House Republican Conference	Member Services and Operations Assistant
Jeff	Nast	Office of the Whip	Communications Advisor
David	Nault	Office of the Whip	Floor Assistant
Clay	Nelson	Office of Rep. Wittman	Communications Director/Press Secretary
Ben	Napier	Office of the Whip	Director of Floor Operations
Alex	Naughton	Office of Rep. Bost	Press Secretary
Casey	Nelson	Office of Rep. Jackson	Press Secretary
Bryan	Nichols	Office of Rep. Graves (MO)	Communications Director
Mattie	Nicholson	Office of Rep. Good	Communications Director
Ben	Nyce	House Republican Conference	Policy Advisor
Richie	O'Connell	Office of Rep. Calvert	Legislative Director
Erin	O'Malley	Office of Rep. Miller	Communications Director
Lauren	Offenberg	Office of Rep. Fitzpatrick	Press Secretary
Lia Mary	Palazzo	Office of Rep. Hagedorn	Communications Director

Charyssa	Parent	House Republican Conference	Media Affairs
Rob	Pillow	Office of Rep. Guest	Communications Director
McLaurine	Pinover	House Committee on Foreign Affairs	Press Secretary
Andrea	Ponwolf	Office of Rep. Allen	Communications Director
Isabella	Pratt	Office of Rep. Whitford	Legislative Director
Mitch	Rubalcava	Office of Rep. Lujan	Communications Director
Chrissy	Rubuse	Office of Rep. Miller	Legislative Director
Julia	Ryan	Office of Rep. Amodeo	Communications Director
Susan	Schaefer	Office of Rep. Garbachis	Deputy Chief of Staff & Legislative Director
Russ	Road	Office of Rep. Franklin	Communications Director
Lisa	Reynolds	Office of Rep. Weber	Communications Director/Press Secretary
Mary Ellen	Richardson	Office of Rep. LaHood	Legislative Director
Mary	Riley	Office of Rep. Allen	Legislative Director
Christina			
John	Rose	Office of Rep. Durbin	Communications Director
Ben	Rosenbaum	Office of Rep. Dingens	Communications Director
Andy	Rosenblatt	Office of Rep. Thompson	Legislative Director
David	Rosenbaum	Office of Rep. Amodeo	Communications Director
David	Rosenblatt	Office of Rep. McClintock	Communications Director
Andrew	Rosenblatt	Office of Rep. Amodeo	Communications Director
Dan	Schneider	Office of Rep. Hill	Communications Director
Katherine	Soars	Office of Rep. Joyce (OH)	Communications Director
Sarah	Selip	Office of Rep. Hice	Communications Director
Ashley	Shelton	Office of Rep. Crawford	Legislative Director
Chad	Shelton	Office of Rep. Baldeiros	Communications Director
Kathryn	Strogg	Office of Rep. Mullin	Legislative Director
Caleb	Smith	Office of the Leader	Digital Communications Director
Madison	Smith	Office of Rep. Timmons	Communications Director
Max	Smith	Office of Rep. Amodeo	Communications Director
Ben	Smith	Office of Rep. McCollum	Legislative Director
Tommy	Smith	Office of Rep. Wittman	Communications Director
Matt	Spyridopoulos	Office of the Leader	
Ben	Spyridopoulos	Office of the Leader	Senior Policy Advisor
Greg	Steele	Office of Rep. Hudson	Communications Director
Rachel	Stephens	House Committee on Transportation and Infrastructure	Press Secretary
Maddison	Stone	Office of Rep. Thompson	Communications Director/Press Secretary
Kelle	Strickland	Committee on Ethics	Counsel to the Ranking Member
Callie	Strock	Office of Rep. Kim	Communications Director
Hannah	Strub	Office of Rep. Rutherford	Legislative Director
Michael	Tadeo	Office of Rep. Johnson (OH)	Senior Advisor
Charlotte	Taylor	Office of Rep. Bucshon	Communications Director
Claire	Trokey	Office of Rep. Scalise	Legislative Director

Charlie	Truxal	Office of Rep. Franklin	Legislative Director
Caroline	Tucker	Office of Rep. Moore	Communications Director
Matt	Tucker	Office of Rep. Joyce (PA)	Legislative Director
Will	Turner	Office of Rep. Garcia	Legislative Director
Julia	Turner	Office of Rep. Velasco	Communications Director
David	Ward (Call)	Office of Rep. Barr	Legislative Director
Jesse	Ward Stahl	Office of Rep. Young	Legislative Director
Stephanie	Ward	Office of Rep. Young	Communications Director/Press Secretary
Robert	Wagener	Office of Rep. Fitzgerald	Legislative Director
Matthew	Wagner	Office of Rep. Nunes	Communication Director
Rachel	Walker	Office of Rep. McCaul	Communications Director
John	Weber	Office of Rep. Johnson (SD)	Legislative Director
Craig	Wheeler	Office of Rep. Jaime Herrera Beutler	Communications Director/Press Secretary
Grace	Wick	Office of Rep. Dwyer Fife	Communications Director
David	Wick	Office of Rep. John Ratcliffe	General Policy Advisor
Christy	Wicks	Office of Rep. Berman	Legislative Director
Paul	Wicks	Office of Rep. Jeff Taylor	Press Secretary
David	Wicks	Office of Rep. Gohmert	General Policy Advisor
John	Wicks	Office of Rep. Cantwell	Legislative Director
David	Wicks	Office of Rep. Hays	Legislative Director
Lauren	Ziegler	Office of Rep. Babin	Legislative Director
Nate	Zimpfer	Office of Rep. Balderson	Legislative Director



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. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 13, 2021 Date of return: October 15, 2021
7. a. City of departure: Washington, DC
b. Destination(s): Williamsburg, VA
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; **OR**
 - b. I checked 8(c) above but am not offering any lodging; **OR**
 - 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:



U.S. House of Representatives

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 the 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 - \$46, Day 2 - \$84, Day 3 - \$22

2) Provide the reason for selecting the location of the event or trip:
Relative proximity to DC and capacity to handle a large event

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

Hotel Name: Kingsmill City: Williamsburg, VA Cost Per Night: \$102 +taxes

Reason(s) for Selecting: proximity to DC, availability, security & facility size

Hotel Name: Double Tree City: Williamsburg, VA Cost Per Night: \$149 +taxes

Reason(s) for Selecting: proximity to Kingsmill

Hotel Name: Courtyard Marriott City: Williamsburg, VA Cost Per Night: \$99 +taxes

Reason(s) for Selecting: proximity to Kingsmill

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 the box.*



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input 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	\$82	\$227-\$340	\$153
For each Accompanying Family Member	\$82	\$227-\$340	\$153

	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	\$323	Room Rental
For each Accompanying Family Member	\$323	Room Rental

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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: *Mark Strand* Date: _____
 Name: Mark Strand Title: President
 Organization: Congressional Institute
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314
 Email: strand@conginst.org Telephone: 703-837-8812

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

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 roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communication staff in leadership offices.

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. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications 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 audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$323.

Marty Reiser, Office of GOP Whip Steve Scalise
Lauren Fine, Office of GOP Whip Steve Scalise

10:00 - 11:00 AM **Congressional Ethics: A Primer**
Elliot Berke, Berke Farah LLP
Erin Clark, NRCC

11:00 - 12:00 PM **Constituent Communications: Strategies and Standards**
Moderator: Mark Strand
Elisabeth Conklin, House Communications Standards Commission
Max Engling, Office of GOP Leader Kevin McCarthy

12:00 - 1:15 PM **Lunch: How Adam Smith Can Change Your Life**
Russ Roberts, Hoover Institution

Legislative Directors

1:15-2:30 **The Economy, Inflation and the Debt**
Michael Strain, AEI
Scott Hodge, Tax Foundation
Maya MacGuineas, Committee for a
Responsible Federal Budget

2:45-4:15 **American Security**
Moderator: Mark Strand
Senator Jim Talent, AEI
Rob Greenway, Hudson Institute
Mackenzie Eaglen, AEI

4:30-6:00 **Healthcare**
Marie Fishpaw, Heritage Foundation
Brian Blase, Galen Institute
Chris Pope, Manhattan Institute

Communication Directors

1:15-2:45 **Communicating with a Hostile
Press/Communicating in the Minority**
Michael Steel, Hamilton Place
Strategies

3:00-4:30 **How to Pitch to the Media**
Jessica Towhey, 2e Communications
Charyssa Parent, House Republican
Conference

4:45-6:15 **The Latest on Digital Media Best
Practices**
Matt Lira, Hangar Capital
Katlyn Karnes, Former White House

Digital Director
Steve Johnston, FlexPoint Media

7:00 - 9:00 PM **Reception and Dinner**
Josh Holmes, *Ruthless* podcast

Friday, October 15, 2021

8:00 AM **Breakfast**

****All invitees are subject to change****

9:00-10:00 AM

The Budget Process 101

Bill Hoagland, Bipartisan Policy Center
Douglas Holtz-Eakin, American Action Forum
James C. Capretta, American Enterprise Institute

10:00-11:00 AM

How to Negotiate

Moderator: Mark Strand
Alex Kouts, Indigov

11:00-12:00 PM

A Guide to Redistricting

Adam Kincaid, National Republican Redistricting Trust

12:00 PM

**End of Retreat
Buses Depart**

****All invitees are subject to change****

From: Congressional Institute rsvp@conginst.org
Subject: Test - Legislative and Communication Directors Conference: Registration
Date: August 17, 2021 at 5:34 PM
To: amym@conginst.org

**2021 Legislative and
Communication Directors
Conference**

Wednesday, October 13, 2021 -
Friday, October 15, 2021
Kingsmill



**PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON
MONDAY, SEPTEMBER 13, 2021!!!**

Dear */fname/*,

The Congressional Institute is once again honored to host the annual 2021 Legislative and Communication Directors Conference, from Wednesday, October 13, 2021, through Friday, October 15, 2021, at the Kingsmill in Williamsburg, VA. We hope you will join us.

This invitation is being extended to legislative directors and the most senior communications staffer in Republican House personal offices, committee offices, and leadership staff. The conference is designed to strengthen professional relationships, educate you on policy issues and best practices, and encourage productive conversations with your colleagues.

Please note that this conference is limited to two staff members from each personal and committee office: one person from the legislative shop and one person from the communications/press shop.

To Register:

Step 1: Submit Ethics Packet by Monday, September 13, 2021

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Private Sponsor Travel Certification Form](#) and submit the whole package with your completed Traveler Form by Monday, September 13, 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 with 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 2021 Legislative and
Communication Directors Conference](#)

Email Address:

/email/

Access Code:

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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 Williamsburg!

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

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

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Ives	Communications Director/Press Secretary	Office of Rep. Foxx
Jackson	Legislative Director	Office of Rep. Smith (NE)

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Jaye	Communications Director	Office of Rep. Moore
Jelnicky	Legislative Director/Deputy Chief of Staff	Office of Rep. Bergman
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Jensen	Communications Director	Office of Rep. Bacon
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Madsen	Legislative Director	Office of Rep. Stewart
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McCarthy	Communications Director	House Committee on Agriculture
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Nalls	Floor Assistant	Office of the Whip
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Nicholson	Communications Director	Office of Rep. Good
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Padro	Communications Director	Office of Rep. González-Colón

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on	Stone	Communications Director/Press Secretary	Office of Rep. Thompson
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	Sweet	Legislative Director	Office of Rep. Diaz-Balart
	Swisher	Communications Director/Press Secretary	Office of Rep. DesJarlais
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e	Taylor	Communications Director	Office of Rep. Bucshon
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3	Tortolici	Legislative Director/Deputy Chief of Staff	Office of Rep. Armstrong
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ie.	Treadwell	Legislative Director	Office of Rep. Cawthorn

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White
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White
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Legislative Director
Communications Director/Press Secretary
Legislative Director
Legislative Director
Communications Director
Policy Director

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Office of Rep. Herrera Beutler
Office of Rep. Ferguson
Office of Rep. Davidson
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House Committee on Science, Space and
Technology

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Counsel

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