



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](mailto: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: Mark Erste, Jr.
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None ☐  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 10/14/2021 Return: 10/15/2021  
b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None ☐
4. Departure City: Washington, DC Destination: Lexington, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Heritage Foundation
6. Describe Meetings and Events Attended:  
Preparation for and simulation of the historic Yalta Conference.
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: We were unable to meet with Cadets at 5:15p.m. on 10/14/2021, instead we went straight to dinner with the Cadets, and conducted some preparation over dinner.

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

Signature of Traveler:  Date: 10/29/2021

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: Rep. Steve Chabot Date: 10/29/2021

Signature of Supervising Member: 





U.S. House of Representatives

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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Original

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Amendment

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**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: Mark Erste, Jr.
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 10/14/2021 Return: 10/15/2021  
b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None ☒
4. Departure City: Washington, DC Destination: Lexington, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Heritage Foundation
6. Describe Meetings and Events Attended:  
Preparation for, and simulation of, the historic Yalta Conference
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: We were unable to meet with the Cadets at 5:15pm on 10/14/2021, instead we checked in at our hotel and went straight to dinner with the Cadets, and conducted some preparation over dinner

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

Signature of Traveler:  Date: 10/29/2021

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: Rep. Steve Chabot Date: 10/29/2021

Signature of Supervising Member: 



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: The Heritage Foundation 501(c)(3)
2. Travel Destination(s): Lexington, Virginia
3. Date of Departure: October 14, 2021 Date of Return: October 15, 2021
4. Name(s) of Traveler(s): Christopher Bayles, Mark Erste

**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	\$69.81	\$129.00	\$81.86	None
Accompanying Family Member	None	None	None	None

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: [Signature] Date: 10-28-21

Name: Thomas Binion Title: Vice President, Government Relations

Organization: The Heritage Foundation

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

Address: 214 Massachusetts Ave NE, Washington DC 20002

Email: thomas.binion@heritage.org Telephone: 202-608-6188

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

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





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Mark Erste, Jr.
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
The Heritage Foundation
3. City and State **OR** Foreign Country of Travel : Lexington, VA
4. a. Date of Departure: October 14, 2021 Date of Return: October 15, 2021  
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 a Foreign Policy Advisor taking part in a simulation of a major negotiation will help me to better understand the exigencies facing real world actors as they negotiate for their interests on the world stage
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 Steve Chabot Date 09/14/2021



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](http://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:  
The Heritage Foundation 501(c)(3)
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):
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: Thursday, October 14, 2021 Date of return: Friday, October 15, 2021
7. a. City of departure: Washington, D.C.  
b. Destination(s): Lexington, VA  
c. City of return: Washington, D.C.
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 attached.

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

- a. Mode of travel: Air ☐ Rail ☐ Bus ☒ Car ☐ Other ☐ (specify: \_\_\_\_\_)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

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):

approximately \$52.00

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

It's an ideal education site because of the military/academic setting and leadership example.

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

Hotel Name: Wingate by Wyndham City: Lexington, VA Cost Per Night: \$129.00

Reason(s) for Selecting: It is close to the venue and below the per diem rate.

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 the box.*



U.S. House of Representatives

# COMMITTEE ON ETHICS

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	\$77.00	129.00	\$105.00
For each Accompanying Family Member	None	None	None

  

	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	None	None
For each Accompanying Family Member	None	None

**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: Thomas Binion Date: 9-14-21  
Name: Thomas Binion Title: Vice President, Government Relations  
Organization: The Heritage Foundation 501(c)(3)  
Address: 214 Massachusetts Ave NE, Washington, D.C. 20002  
Email: thomas.binion@heritage.org Telephone: (202) 608-6188

## 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)

Theodore E. Deutch, Florida  
*Chairman*

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

Thomas A. Rust  
*Staff Director and Chief Counsel*

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 14, 2021

Mr. Mark Erste, Jr.  
Office of the Honorable Steve Chabot  
2409 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Erste:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Lexington, Virginia, scheduled for October 14 to 15, 2021, sponsored by Heritage Foundation.

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,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch". The signature is stylized with a large, sweeping initial "T" and "D".

Theodore E. Deutch  
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski". The signature is written in a cursive, flowing style.

Jackie Walorski  
Ranking Member

TED/JW:tn

**George C. Marshall Fellowship Yalta Simulation**

October 14<sup>th</sup> – 15<sup>th</sup>, 2021

Thursday, October 14, 2021

- 1:00 p.m. Meet and load luggage  
*214 Massachusetts Ave NE, Washington, DC 20002*
- 1:30 p.m. Bus departs from Heritage
- 1:30 – 3:00 p.m. Travel to Lexington, VA
- 3:00 p.m. Stop at Rest Area  
*1015 Mr. Olive Rd, Toms Brook, VA 22660*
- 3:00 – 4:30 p.m. Arrive at the Hampton Inn/Check-in  
*Hampton Inn, 401 E Nelson St, Lexington, VA 24450*
- 5:15 p.m. Bus takes Fellows to the VMI campus  
*1600 VMI Parade, Lexington, VA*
- 5:15 – 6:00 p.m. Fellows meet with Cadets on campus to discuss strategies for the simulation. Depart for dinner at Southern Inn Restaurant.  
*\*The participants will meet with the VMI cadets for the first time in order to begin their preparations for Friday's simulation event. Each cadet will then present his/her academic project that relates to the historical context of the 1945 Yalta Conference (e.g. an analysis of German war reparations, the partitioning of Poland, etc).*
- 6:00 p.m. Reception/Dinner at Southern Inn Restaurant  
*37 South Main Street, Lexington, VA 24450*
- 6:30 p.m. Dinner  
*\*Professor Dennis Foster, VMI faculty member, will give remarks setting the context for the Yalta Conference Simulation occurring the next day. Cadets from VMI will join the dinner and discussion.*
- 8:00 p.m. Dinner concludes - Fellows/Cadets can choose to continue meeting or adjourn for the evening

Friday, October 15, 2021

- 7:15 a.m. Coffee and check-out  
*401 E Nelson St, Lexington, VA*
- 7:45 a.m. Load luggage onto the bus



8:00 a.m.	Bus departs for the Marshall Foundation <i>1600 VMI Parade, Lexington, VA</i> <i>*Breakfast will be available for participants.</i>	
8:30 a.m.	Yalta Simulation Begins <b>8:30 am – Plenary Session 1</b> 8:30-8:35 – Call to order – Welcoming Remarks USSR 8:35-8:40 – Opening statement Great Britain 8:40-8:45 – Opening statement United States 8:45-8:50 – Opening statement USSR 8:50-9:20 – Consultations 9:20-9:50 – Breakout Negotiations 9:50-10:15 – Consultations  <b>10:15 am – Plenary Session 2</b> 10:15-11:15 – Breakout Negotiations 11:15-11:35 – Consultations 11:35-12:00 – Remarks from each country – where they stand  <b>12:15 pm – Plenary Session 3 – Perceptions of the three delegations of where there is agreement and differences</b> 12:15-12:20 – Closing Statement USSR 12:20-12:25 – Closing Statement United States 12:25-12:30 – Closing Statement Great Britain	Auditorium*
12:30 p.m.	Simulation concludes	
12:30 p.m.	After-Action Luncheon (to be setup outside of the main room) <i>*Lessons Learned Discussion</i>	
2:00 p.m.	Luncheon concludes	
2:10 – 5:30 p.m.	Bus departs/travel back to The Heritage Foundation <i>214 Massachusetts Ave NE, Washington, DC</i>	

**4. Names of House employees participating:**

Christopher	Bayles	Legislative Assistant	Rep. Gary Palmer
Thomas	Boodry	Legislative Assistant	Rep. Tony Gonzales
Peter	Holland	Senior Legislative Assistant	Rep. Bob Good
Max	Huntley	Military Legislative Assistant	Rep. Rob Wittman
Devon	Murphy	Military Legislative Assistant	Rep. Blake Moore
Mark	Erste	Legislative Assistant	Rep. Steve Chabot

This trip is part of the George C. Marshall Fellowship. All invited House staffers are participants in the Fellowship.

**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 Heritage Foundation 501(c)(3) is the sole sponsor of this trip. The purpose of this trip is to provide the participants with the opportunity to A) study strategic/military leadership and grand strategy by conducting an educational exercise with Virginia Military Institute cadets on World War II diplomacy; B) learn from military historians and experienced strategic leaders about how to apply these historical lessons to the modern world.



**George C. Marshall Fellowship Yalta Simulation**

October 14<sup>th</sup> – 15<sup>th</sup>, 2021

Thursday, October 14, 2021

- 1:00 p.m. Meet and load luggage  
*214 Massachusetts Ave NE, Washington, DC 20002*
- 1:30 p.m. Bus departs from Heritage
- 1:30 – 3:00 p.m. Travel to Lexington, VA
- 3:00 p.m. Stop at Rest Area  
*1015 Mr. Olive Rd, Toms Brook, VA 22660*
- 3:00 – 4:30 p.m. Arrive at the Wingate Hotel/Check-in  
*1100 N Lee Hwy, Lexington, VA 24450*
- 5:15 p.m. Bus takes Fellows to the VMI campus  
*1600 VMI Parade, Lexington, VA*
- 5:15 – 6:00 p.m. Fellows meet with Cadets on campus to discuss strategies for the simulation. Depart for dinner at Southern Inn Restaurant.  
*\*The participants will meet with the VMI cadets for the first time in order to begin their preparations for Friday's simulation event. Each cadet will then present his/her academic project that relates to the historical context of the 1945 Yalta Conference (e.g. an analysis of German war reparations, the partitioning of Poland, etc).*
- 6:00 p.m. Reception/Dinner at Southern Inn Restaurant  
*37 South Main Street, Lexington, VA 24450*
- 6:30 p.m. Dinner  
*\*Professor Dennis Foster, VMI faculty member, will give remarks setting the context for the Yalta Conference Simulation occurring the next day. Cadets from VMI will join the dinner and discussion.*
- 8:00 p.m. Dinner concludes - Fellows/Cadets can choose to continue meeting or adjourn for the evening

Friday, October 15, 2021

- 7:15 a.m. Coffee and check-out
- 7:45 a.m. Load luggage onto the bus

8:00 a.m.	Bus departs for the Marshall Foundation <i>1600 VMI Parade, Lexington, VA</i> <i>*Breakfast will be available for participants.</i>	
8:30 a.m.	Yalta Simulation Begins <b>8:30 am – Plenary Session 1</b> 8:30-8:35 – Call to order – Welcoming Remarks USSR 8:35-8:40 – Opening statement Great Britain 8:40-8:45 – Opening statement United States 8:45-8:50 – Opening statement USSR 8:50-9:20 – Consultations 9:20-9:50 – Breakout Negotiations 9:50-10:15 – Consultations  <b>10:15 am – Plenary Session 2</b> 10:15-11:15 – Breakout Negotiations 11:15-11:35 – Consultations 11:35-12:00 – Remarks from each country – where they stand  <b>12:15 pm – Plenary Session 3 – Perceptions of the three delegations of where there is agreement and differences</b> 12:15-12:20 – Closing Statement USSR 12:20-12:25 – Closing Statement United States 12:25-12:30 – Closing Statement Great Britain	Auditorium*
12:30 p.m.	Simulation concludes	
12:30 p.m.	After-Action Luncheon (to be setup outside of the main room) <i>*Lessons Learned Discussion</i>	
2:00 p.m.	Luncheon concludes	
2:10 – 5:30 p.m.	Bus departs/travel back to The Heritage Foundation <i>214 Massachusetts Ave NE, Washington, DC</i>	



**4. Names of House employees participating:**

Christopher	Bayles	Legislative Assistant	Rep. Gary Palmer
Thomas	Boodry	Legislative Assistant	Rep. Tony Gonzales
Peter	Holland	Senior Legislative Assistant	Rep. Bob Good
Max	Huntley	Military Legislative Assistant	Rep. Rob Wittman
Devon	Murphy	Military Legislative Assistant	Rep. Blake Moore
Mark	Erste	Legislative Assistant	Rep. Steve Chabot

This trip is part of the George C. Marshall Fellowship. All invited House staffers are participants in the Fellowship.

**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 Heritage Foundation 501(c)(3) is the sole sponsor of this trip. The purpose of this trip is to provide the participants with the opportunity to A) study strategic/military leadership and grand strategy by conducting an educational exercise with Virginia Military Institute cadets on World War II diplomacy; B) learn from military historians and experienced strategic leaders about how to apply these historical lessons to the modern world.