



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: Justin Wein
2. a. Name of Accompanying Relative: _____ OR None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 12/4/21 Return: 12/11/21
b. Dates at Personal Expense, if any: _____ OR None ☐
4. Departure City: Washington, DC Destination: Warsaw, Poland Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: International Republican Institute (IRI)
6. Describe Meetings and Events Attended:
Attended a series of meetings with members of parliament from Georgia, Moldova, Poland, and Ukraine regarding communicating more effectively with constituents and the media, including messaging and tackling online disinformation.
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: [Signature] Date: 12/22/2021

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: David Price Date: 12/22/2021

Signature of Supervising Member: [Signature]



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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: International Republican Institute
2. Travel Destination(s): Warsaw, Poland
3. Date of Departure: 12/4/2021 Date of Return: 12/11/2021
4. Name(s) of Traveler(s): Justin Wein

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	\$6,074.17	\$850	\$336.33	\$140 - Conference material and equipment
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: Kimber Shearer Date: 12/16/2021

Name: Kimber Shearer Title: VP for Strategy and Development

Organization: International Republican Institute

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

Address: 1225 Eye Street NW Suite 800

Email: kshearer@iri.org Telephone: (202) 262-1423

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: Justin Wein
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
International Republican Institute
3. City and State **OR** Foreign Country of Travel: Warsaw, Poland
4. a. Date of Departure: 12/4/21 Date of Return: 12/11/21
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 Chief of Staff to the Chairman of the House Democracy Partnership, I will participate in meetings/discussions related to strengthening legislative institutions.
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

Paul E. Price

Date

11/1/21



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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:
International Republican 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):
Justin Wein
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 12/4/2021 with travel through 12/5/2021 Date of return: 12/11/2021
7. a. City of departure: Washington, DC
b. Destination(s): Warsaw, Poland
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:
- Through this HDP regional seminar, IRI will provide technical support to legislators from Poland, Ukraine, North Macedonia, and Georgia on engaging with the media, combatting disinformation, and communicating with citizens. This program will be arranged as a series of panel discussions, with U.S. trainers providing substantive remarks for each panel before starting conversational panel sessions to provide a consultative discussion for our partner legislators
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:
Business travel is needed for this participant given a medical need and documentation from a medical professional
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):
\$92, as provided under State Department per diem rates
- 2) Provide the reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hotel Bristol (TBC) City: Warsaw Cost Per Night: \$145
Reason(s) for Selecting: Under State Department per diem rates
- 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.*



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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	\$6,000	\$1,260	\$600
For each Accompanying Family Member	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$300	Ground Transportation
For each Accompanying Family Member	N/A	N/A

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

19. **Check 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: Kimber Shearer Date: 10/28/2021 | 3:19 PM EDT
 Name: Kimber Shearer Title: Vice President for Strategy and Development
 Organization: International Republican Institute
 Address: 1225 Eye Street NW, Suite 800
 Email: kshearer@iri.org Telephone: +1 (202) 262-1423

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

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

November 10, 2021

Mr. Justin Wein
Office of the Honorable David Price
2108 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Wein:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Poland,¹ scheduled for December 4 to 11, 2021, sponsored by International Republican 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.

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

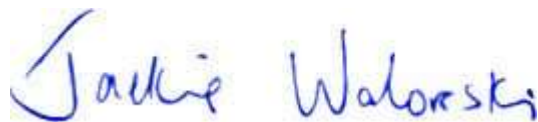
Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts “of minimal value [currently \$415] tendered as a souvenir or mark of courtesy” by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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".

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski".

Jackie Walorski
Ranking Member

TED/JW:adw

House Democracy Partnership

Engaging with the Media and Countering Disinformation

Agenda

Warsaw, Poland
December 6 – 10, 2021





FROM THE AMERICAN PEOPLE

Contact Information

IRI Control Officers:

Erin McMenamin, Program Manager: +1 (317) 682-8992

Maggie Stewart, Program Officer: +1 (202) 957-3580

Local Phone Numbers:

Jason Worlledge, Resident Program Director, IRI Poland: +48 532 467 757

Sabina Narloch, Program Officer, IRI Poland: +48 734 449 436

U.S. Embassy Warsaw: + 48 22 504 20 00

Address: Al. Ujazdowskie 29/31, 00-540 Warszawa, Poland

Emergency Numbers:

General Emergency: 112

Medical/Ambulance: 999

Hotel:

Hotel Bristol

Krakowskie Przedmieście 42/44, 00-325

Warsaw, Poland

Telephone: +48 22 551 10 00



HDP.House.gov



@house_democracy



impact HDP



Sunday, December 5, 2021	
<i>Dress will be casual during travel.</i>	
	<u>Delegates Arrive at Various Times</u>
	<u>Transfer to Hotel</u>
5:00pm	<u>Walking Tour of Warsaw – Optional</u> <i>Meet in Hotel Lobby</i> Please join IRI staff for a tour of Warsaw to familiarize the delegation with our surroundings. The tour will contain elements of Poland’s history, including the history of the Polish parliamentary system. The tour will include: Krakowskie Przedmieście (Presidential Palace), Ministry of Culture, Mickiewicz, Old Town (Royal Castle, Cathedral, Market Square, City Walls), Nowe Miasto, House of M. Curie-Skłodowska, Monument to the Warsaw Uprising.
<u>End of Scheduled Day</u>	



Monday, December 6, 2021

Dress will be business professional.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

9:00 - 10:00am	<p><u>Security and Logistical Briefing</u> <i>Raymont Room</i></p> <p>Delegates will meet with IRI staff to discuss security protocols while in Warsaw and other logistical items to ensure a productive and efficient mission. Please be sure to bring the agenda and briefing materials to this session.</p> <p>Mr. Jason Worlledge, Resident Program Director, IRI Poland Ms. Maggie Stewart, Program Officer, IRI Ms. Sabina Narloch, Program Officer, IRI Poland</p>
10:00 - 11:30am	<p><u>Political Briefing</u> <i>Raymont Room</i></p> <p>Delegates will meet with IRI staff for a discussion related to country background, the political situation in Poland, and the structures within the participating parliaments. Please be sure to bring all briefing materials and the agenda to this session. IRI staff will also assist the delegation in their preparation for the upcoming workshops.</p> <p>Mr. Jason Worlledge, Resident Program Director, IRI Poland Ms. Sabina Narloch, Program Officer, IRI Poland</p>
11:30 - 11:45am	<p><u>Executive Time</u> <i>Transfer to Marconi III</i></p>
11:45 - 12:15pm	<p><u>Welcome & Introductions from the House Democracy Partnership</u> <i>Marconi III</i></p> <p>This session will include opening remarks from the House Democracy Partnership (HDP) and an overview of HDP and its partnership with the Parliaments of Georgia, Moldova, Poland, and Ukraine.</p> <p>Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p>

	Moderator: Ms. Erin McMenamin , Program Manager, IRI
12:15 - 1:45pm	<p><u>Working Lunch: Delegate Meet and Greet</u> <i>Marconi III</i></p> <p>The entire lunch will be dedicated to conversation and an opportunity for the delegations to get to know one another and their goals for participation. Program staff will use the lunch to run through staff introductions and program logistics.</p>
1:45 - 2:00pm	<p><u>Executive Time</u> <i>Please use this time to prepare for the upcoming sessions.</i></p>
2:00 - 3:00pm	<p><u>Country Roundtables – Georgia and Moldova</u> <i>Malinowa Room</i></p> <p>Legislators from Georgia and Moldova will be asked to share their experiences and needs on the topics of engaging media and citizens and countering mis/dis information. A lead delegate will be invited to address the entire group. Following the presentations, the discussion will center around the needs of each parliament and how the week ahead can help address those challenges.</p> <p>Moderator: Mr. Jason Worlledge, Resident Program Director, IRI Poland</p>
3:00 - 3:30pm	<p><u>Coffee Break</u> <i>Column Bar</i></p>
3:30 - 4:30pm	<p><u>Country Roundtables – Poland and Ukraine</u> <i>Malinowa Room</i></p> <p>Legislators from Poland and Ukraine will be asked to share their experiences and needs on the topics of engaging media and citizens and countering mis/dis information. A lead delegate will be invited to address the entire group. Following the presentations, the discussion will center around the needs of each parliament and how the week ahead can help address those challenges.</p> <p>Moderator: Mr. Jason Worlledge, Resident Program Director, IRI Poland</p>



4:30 - 6:00pm	<p><u>Meeting with U.S. Embassy</u> <i>Malinowa Room</i></p> <p>The U.S. delegation will meet with representative from the U.S. Embassy Warsaw to discuss objectives for the week and how HDP can be helpful to goals of the Embassy.</p>
<u>End of Scheduled Day</u>	



Tuesday, December 7, 2021

Dress will be business professional during scheduled activities.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

8:30 - 9:00am	<u>Transit to Sejm for Tour</u> <i>Please meet promptly at 8:30am in the lobby near the Christmas tree.</i>
9:00 - 10:00am	<u>Tour of Sejm</u> A tour of the Sejm will give delegates the opportunity to understand the physical operating environment of the Polish legislature, as well as learn the history of the Polish legislative body. Delegates will also see the resources available to Polish members of parliament and parliamentary staff.
10:00 - 10:30am	<u>Transit to Hotel</u> Coffee will be available at the Column Bar as you enter into the Malinowa Room. Please be prompt getting refreshments so we can begin the program on time.
10:30 - 11:30am	<u>Communications Strategy – Constituent Outreach</u> <i>Malinowa Room</i> This session will center around methods and strategies in communicating identified legislative priorities, with a focus on interaction with constituents. A brief discussion of the media landscape and how the news media operates. Mr. Mike Conaway , Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters , Former Member of Congress, U.S. House of Representatives Mr. Justin Wein , Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Ms. Alison Schafer , International Media and Communications Expert, IRI <i>Moderator: Ms. Maggie Stewart, Program Officer, IRI</i>
11:30 - 12:30pm	<u>Communications Strategy – Tools of the Trade</u> <i>Malinowa Room</i>

	<p>This session will focus on methods and strategies in delivering messages through traditional media. Creating a communications strategy.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
12:30 - 1:30pm	<p><u>Working Lunch</u> <i>Marconi III</i></p> <p>This entire lunch will be dedicated to discussion on how to use the media to advance legislative agendas.</p>
1:30 - 2:30pm	<p><u>Social Media Platforms</u> <i>Malinowa Room</i></p> <p>This session will be an overview of different social media platforms and how each platform can be utilized in a unique and impactful manner. This session will cover tools and the functionalities each platform provides to users and consumers.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Mr. Austin Akers, Media Communications Manager & Press Secretary, IRI</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
2:30 - 3:00pm	<p><u>Coffee Break</u> <i>Column Bar</i></p>

3:00 - 4:15pm	<p><u>Effective Social Media Messaging</u> <i>Malinowa Room</i></p> <p>This session will cover messaging strategies and effective language when crafting social media content for constituencies. The discussion will also showcase the functionalities and best practices in using analytical data so legislators can amplify the impact of their social media usage.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Mr. Austin Akers, Media Communications Manager/Press Secretary, IRI</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
4:15 - 5:15pm	<p><u>Algorithms of Social Media Platforms</u> <i>Malinowa Room</i></p> <p>This session introduces legislators to the algorithms social media platforms use to prioritize content on users' feeds. Included in this discussion are verification tools and tips on navigating platform's content policies.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Mr. Austin Akers, Media Communications Manager/Press Secretary, IRI</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
<u>End of Scheduled Day</u>	

Wednesday, December 8, 2021

Dress will be business professional during scheduled activities.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

8:45 - 9:00am	<u>Registration</u> <i>Malinowa Room</i>
9:00 - 10:15am	<u>Debates and the Art of Public Speaking</u> <i>Malinowa Room</i> <p>This overview discussion will share best practices for speaking in public, from content to presentation. Legislators will be empowered to promote their positions to constituents through rhetorical and effective means.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Ms. Alison Schafer, International Media and Communications Expert, IRI Mr. Austin Akers, Media Communications Manager/Press Secretary, IRI</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
10:15 - 10:45am	<u>Coffee Break</u> <i>Column Bar</i>
10:45 - 12:30pm	<u>Interviews – Messaging</u> <i>Malinowa Room</i> <p>This session will prepare delegates for interviews with a particular emphasis on messaging, how to craft your messages and how to convey them effectively.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p>

	<p>Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
12:30 - 2:00pm	<p><u>Working Lunch</u> <i>Marconi III</i></p> <p>This entire lunch will be dedicated to discussion on best practices for interviews and sharing experiences of success and challenges when participating in interviews.</p>
2:00 - 3:30pm	<p><u>How to Handle Challenging Interviews</u> <i>Malinowa Room</i></p> <p>This session will cover how to answer tough questions, how to stay composed in challenging conversations, and how to effectively communicate your message with unfriendly media.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
3:30 - 4:00pm	<p><u>Coffee Break</u> <i>Column Bar</i></p>
4:00 - 5:00pm	<p><u>Writing Compelling and Newsworthy Material</u> <i>Malinowa Room</i></p> <p>This session will cover how to write compelling materials for newsletters, opinion articles, letters to the editor, press releases and other written work. The discussion will also cover how to come up with a hook, how to seek out appropriate media outlets, and how to ensure your content gets into the hands of your constituents.</p>



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	<p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p> <p>Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives</p> <p>Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p> <p>Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
5:00 - 5:30pm	<p><u>Overview of Next Day</u></p> <p>IRI staff will share the format of the mock interviews for the next day and how participants should properly prepare for the interactive session.</p> <p>Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p>Mr. Austin Akers, Media Communications Manager/Press Secretary, IRI</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
<u>End of Scheduled Day</u>	



Thursday, December 9, 2021

Dress will be business professional during scheduled activities.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

8:45 - 9:00am	<u>Registration</u> <i>Malinowa Room</i>
9:00 - 12:00pm	<u>Staggered Small Group Exercises</u>
9:00- 10:30am	<i>Group One: Mock Interviews; Group Two: Message Crafting for Speeches</i>
10:30 – 12:00pm	<i>Group Two: Mock Interviews; Group One: Message Crafting for Speeches</i>
	<u>Mock Interviews</u> <i>Raymont Room</i> <p>This session will break delegates into small groups to practice the interview skills discussed from previous program sessions. U.S. Delegates will participate as interviewer and MPs will be the interviewee.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
10:30 – 12:00pm	<u>Crafting Messages to Give Compelling Speeches</u> <i>Malinowa Room</i> <p>This session will lead the delegates through the art of crafting compelling speeches that not only grab the attention of, but also emotionally captivate, their audience to better inform citizens, the media, and their fellow legislators on their legislative agenda. The exercise will prepare MPs for speeches on the floor of the legislative chamber, for press conferences, and speeches at events in their constituencies.</p> <p>Mr. Austin Akers, Media Communications Manager/Press Secretary, IRI</p>

12:00 - 1:30pm	<p><u>Working Lunch</u> <i>Marconi III</i></p> <p>This entire lunch will be dedicated to discussion about the challenges disinformation poses to MPs and their legislative institutions.</p>
1:30 - 2:30pm	<p><u>Information Manipulation: Covering the Basics of Mis/Disinformation</u> <i>Malinowa Room</i></p> <p>This session will cover the basics misinformation and disinformation. The conversation will outline the harmful impacts this has on legislators, the work of the legislature to combat it, and most importantly, how it affects citizens.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
2:30 - 3:30pm	<p><u>Information Manipulation: Fake News</u> <i>Malinowa Room</i></p> <p>This session will outline ways delegates can identify fake news as well as discuss strategies to prevent the spread of fake news by deploying new methods and strategies to reduce the spread of false and harmful information. Special emphasis will be given to the role of parliaments in providing true and accurate information.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p>



	<i>Moderator: Ms. Erin McMenamin, Program Manager, IRI</i>
3:30 - 4:00pm	<u>Coffee Break</u> <i>Column Bar</i>
4:00 - 5:15pm	<u>Messaging Grids</u> <p>This interactive session will help members of parliament brainstorm their priorities and how best to share those with the media and constituents to advance their legislative agenda. The exercise will help MPs understand how media consumers (i.e. citizens) see and hear their message, how other legislators see and hear their message in order to effectively communicate their agenda.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p><i>Moderator: Ms. Erin McMenamin, Program Manager, IRI</i></p>
<u>End of Scheduled Day</u>	



Friday, December 10, 2021

Dress will be business professional during scheduled activities.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

8:45 - 9:00am	<u>Registration</u> <i>Malinowa Room</i>
9:00 - 10:15am	<u>Using Media Engagement to Reach Citizens</u> <i>Malinowa Room</i> <p>The session's discussion will center around the ways in which engaging citizens through the media can help advance legislation, highlight citizen issues, and promote the legislative process. Additionally, discussion will highlight the pitfalls and challenges legislators face in engaging citizens through the media.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
10:15 - 10:45am	<u>Coffee Break</u> <i>Column Bar</i>
10:45 - 12:00pm	<u>Managing Citizen Opposition and Outrage through Media Engagement</u> <i>Malinowa Room</i> <p>Conversation will cover how to manage opposition and outrage that legislators may face from citizens. Discussion will center around how to respectfully listen and acknowledge citizen concerns, especially of those with different opinions.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives</p>

	<p>Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
12:00 – 1:30pm	<p><u>Working Lunch</u> <i>Marconi III</i></p> <p>This entire lunch will be dedicated to discussion on effective citizen engagement methods. Conversation will include how engage citizens who may disagree with MP's policy stances.</p>
1:30 – 2:30pm	<p><u>Stakeholder and Constituent Mapping Exercise</u> <i>Malinowa Room</i></p> <p>MPs have extensive knowledge of their constituency, but even those who have lived, worked, and run for office benefit from taking a systematic approach to understanding the array of stakeholders, experts, and citizens that live in the district. Developing a complete map of the people and places MPs represent will better enable them to engage constituents fully and comprehensively. This mapping exercise will aid delegates to make a strategic plan of whom they should engage in the coming year to advance a specific legislative goal.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
2:30 - 3:00pm	<p><u>Coffee Break</u> <i>Column Bar</i></p>
3:00 - 4:45pm	<p><u>Committee Hearing Action Planning Exercise</u> <i>Malinowa Room</i></p>

	<p>This session will cover an overview on how the U.S. House of Representatives plans and executes committee hearings. Following the briefing, delegates will work as a group to draft a committee hearing on disinformation topics. The exercise will cover how to generate a hearing topic, brainstorm witnesses, invite witnesses, draft committee questions, guide MP participation, and how to create post-hearing action plans.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mrs. Mimi Walters, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff, HDP Chairman David Price (D-NC), U.S. House of Representatives</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
4:45 - 5:15pm	<p><u>Program Wrap-Up</u> <i>Malinowa Room</i></p> <p>This session will be a roundtable discussion to review the week's content and collect feedback from delegates via survey.</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
5:15 - 6:30pm	<p><u>COVID Test and Time to Pack</u> <i>U.S. delegates will use this time to undergo the self-administered COVID-19 test necessary to return to the U.S. and pack their suitcases before traveling on Saturday.</i></p>
6:30 - 7:00pm	<p><u>Transfer to Dinner</u></p>
7:00 - 9:00pm	<p><u>Farewell Dinner</u> <i>Soul Kitchen</i></p> <p>All delegates are invited to the closing dinner to receive certificates recognizing their participation in the program.</p>
<u>End of Scheduled Day</u>	



Saturday, December 11, 2021	
<i>Dress will be casual during travel.</i>	
8:00am – 8:00pm	<u>Depart to Airport</u> <i>Please meet promptly in the hotel lobby. The delegates will leave in groups according to flight times.</i> <i>Justin Wein departs at 10:30am.</i>
10:30 -11:15am	<u>Transfer to Airport</u>
12:45pm	<u>Flights Home</u> <i>Justin's flight departs at 12:45pm</i>
<u>End of Program</u>	



15.

B2. Given the low number of cases in Poland, Warsaw was selected as the host city for HDP given safety concerns and its close proximity to HDP partner countries. Poland's legacy as a Frost Solomon Taskforce member also aided in this selection.

INTERNATIONAL
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House Democracy Partnership

**Regional Exchange for Members of Parliament on
Engaging Constituents through Traditional and
Social Media and Countering Disinformation**

Agenda

**Warsaw, Poland
December 6 – 10, 2021**





Monday, December 6, 2021

Dress will be business professional.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

9:00 - 10:00am	<p><u>Security and Logistical Briefing</u> <i>Hotel Ballroom</i></p> <p>Delegates will meet with IRI staff for a discussion related to security protocols while in Warsaw and other logistical items to ensure a productive and efficient mission. Please be sure to bring all briefing materials and the agenda to this session.</p> <p>Mr. Jason Worlledge, Resident Program Director, IRI, Poland Ms. Erin McMenamin, Program Manager, IRI Ms. Maggie Stewart, Program Officer, IRI</p>
10:00 - 11:30am	<p><u>Political Briefing</u> <i>Hotel Ballroom</i></p> <p>Delegates will meet with IRI staff for a discussion related to country background, the political situation, and the structures within the parliaments. Please be sure to bring all briefing materials and the agenda to this session. IRI staff will also assist the delegation in their preparation for the upcoming workshops.</p> <p>Mr. Jason Worlledge, Resident Program Director, IRI, Poland Ms. Sabina Narloch, Program Officer, IRI</p>
11:30 - 11:45pm	<p><u>Executive Time</u> <i>Transfer to meeting space</i></p>
11:45 - 12:30pm	<p><u>Welcome & Introductions from the House Democracy Partnership</u> <i>Hotel Ballroom TBD</i></p> <p>This session will include opening remarks from the House Democracy Partnership (HDP) and an overview of HDP and its partnership with the Parliaments of North Macedonia, Georgia and Ukraine. Special thanks and welcome to the Parliament of Poland for joining and hosting.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p>





	<p>Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p> <p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
12:30 - 2:15pm	<p><u>Working Lunch: Delegate Meet and Greet</u></p> <p><i>Hotel Restaurant</i></p> <p>The entire lunch will be dedicated to conversation and an opportunity for the delegations to get to know one another and their goals for participation. Program staff will also use the lunch to run through staff introductions and program logistics.</p>
2:15 - 3:30pm	<p><u>Country Roundtables</u></p> <p><i>Hotel Ballroom TBD</i></p> <p>Legislators from Poland, North Macedonia, Georgia and Ukraine will be asked to share their experiences and needs on the topics at hand. A lead delegate will be invited to address the entire group and following those presentations the discussion will center around the needs each parliament faces and how the week ahead can help address those challenges.</p> <p><i>Moderator: Mr. Jason Worlledge</i>, Resident Program Director, IRI, Poland</p>
3:30 - 4:00pm	<u>Transfer to Parliament</u>
4:00 - 5:00pm	<p><u>Tour the Parliament</u></p> <p>Visiting the host parliament will set the scene for all delegates. Seeing the chamber and understanding the political context in which the Polish legislators operate, with a specific look at the access media has to the institution, will be useful for the conversations and sections discussions in the week ahead.</p>
5:00 - 5:30pm	<u>Transfer to Hotel</u>
<u>End of Day</u>	





Tuesday, December 7, 2021

Dress will be business professional during scheduled activities.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

8:45 - 9:00am	<p><u>Registration</u> <i>Delegates to get settled in Hotel Ballroom</i></p>
9:00 - 10:15am	<p><u>Roundtable with Reporters, Journalists, and Media</u> <i>Hotel Ballroom TBD</i></p> <p>This discussion will invite members of the media to share their perspectives on their role in the democratic process. Participants will be encouraged to share positive experiences with legislative institutions as well as the opportunities they see for growth. Having the perspective of the media in mind at the opening of this engagement will aid in framing the conversation.</p> <p>Panelists TBD</p> <p><i>Moderator: Ms. Maggie Stewart, Program Officer, IRI</i></p>
10:15 - 10:45am	<p><u>Coffee Break</u></p>
10:45 - 12:00pm	<p><u>Communications Strategy</u> <i>Hotel Ballroom TBD</i></p> <p>This session will center around methods and strategies in identifying legislative and communications priorities along with setting a communications agenda as well as suggestions on messaging goals.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Ms. Alison Schafer, International Media and Communications Expert, IRI Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenemy, Program Manager, IRI</i></p>





12:00 - 1:30pm	<p><u>Working Lunch</u> <i>Restaurant TBD</i></p> <p>This entire lunch will be dedicated to discussion. Specifically, discussion will center around reflections from the media roundtable.</p>
1:30 - 2:30pm	<p><u>Communications Strategy</u> <i>Hotel Ballroom TBD</i></p> <p>This session will cover methods and strategies in delivering messages through traditional media, both written and visual. The discussion will cover how to carefully choose words and tell stories to advance the legislative and communications agenda for MPs.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Ms. Alison Schafer, International Media and Communications Expert, IRI Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
2:30 - 3:00pm	<p><u>Coffee Break</u></p>
3:00 - 4:00pm	<p><u>Social Media</u> <i>Hotel Ballroom TBD</i></p> <p>This session will be an overview of Social Media Platforms and how to best use each platform in a unique and impactful manner. This session will cover tools and lesser known functionalities each platform can provide to users and consumers.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p>





	<p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Mr. Austin Akers, Media Communications Manager & Press Secretary, IRI</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
4:00 - 5:15pm	<p><u>Social Media</u> <i>Hotel Ballroom TBD</i></p> <p>This session will cover messaging and effective language. The discussion will also center around how to engage your constituents, those outside your electorate and with individuals who do not share your policy preferences.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p> <p>Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p> <p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Mr. Austin Akers, Media Communications Manager/Press Secretary, IRI</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
5:15 - 6:15pm	<p><u>Social Media</u> <i>Hotel Ballroom TBD</i></p> <p>This discussion will be a technical overview of analytical tools that social media platforms can provide to users. The session will showcase the functionalities and best practices in using the analytical data so that users can amplify the impact of their social media usage.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p> <p>Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p>





	<p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Mr. Austin Akers, Media Communications Manager/Press Secretary, IRI</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
	<p><u>Dinner at Delegate Leisure</u></p>
<p><u>End of Day</u></p>	





Wednesday, December 8, 2021

Dress will be business professional during scheduled activities.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

8:45 - 9:00am	<p><u>Registration</u> <i>Delegates to get settled in Hotel Ballroom</i></p>
9:00 - 10:15am	<p><u>Interviews</u> <i>Hotel Ballroom TBD</i></p> <p>This discussion will prepare delegates for interviews. Topics will include how to prepare and research material in advance, how to interact with the interviewer, and how to stay on message.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Ms. Alison Schafer, International Media and Communications Expert, IRI Additional Panelists TBD</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
10:15 - 10:45am	<p><u>Coffee Break</u></p>
10:45 - 12:00pm	<p><u>Interviews</u> <i>Hotel Ballroom TBD</i></p> <p>This session will prepare delegates for interviews with a particular emphasis on the differences between speaking on camera versus speaking on radio.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p>





	<p>Ms. Alison Schafer, International Media and Communications Expert, IRI Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
12:00 – 1:30pm	<p><u>Working Lunch</u> <i>Restaurant TBD</i></p> <p>This entire lunch will be dedicated to discussion. Specifically, discussion will center around best practices for interviews and sharing experiences of success and challenges when participating in interviews.</p>
1:30 – 2:30pm	<p><u>Interviews</u> <i>Hotel Ballroom TBD</i></p> <p>This session will cover how to answer tough questions, how to stay composed in challenging conversations, and how to effectively communicate your message with unfriendly media.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Ms. Alison Schafer, International Media and Communications Expert, IRI Additional Panelists TBD</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
2:30 - 3:00pm	<p><u>Coffee Break</u></p>
3:00 - 4:00pm	<p><u>Interviews</u> <i>Hotel Ballroom TBD</i></p> <p>This session will break delegates into small groups to practice the interview skills discussed today. The break-out sessions will be a mix of mock interviews and ‘tough questions’ practice. Delegates will participate as interviewee and interviewer.</p>





	<p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p> <p>Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p> <p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p>Additional Panelists TBD</p> <p><i>Session leader: Ms. Maggie Stewart</i>, Program Officer, IRI</p> <p><i>Session leader: Ms. Erin McMenamin</i>, Program Manager, IRI</p> <p><i>Session leader: Mr. Austin Akers</i>, Media Communications Manager & Press Secretary, IRI</p>
4:00 - 5:15pm	<p><u>Writing Compelling and Newsworthy Material</u></p> <p><i>Hotel Ballroom TBD</i></p> <p>This session will cover how to write compelling materials. Discussion will cover newsletters, opinion articles, letters to the editor, press releases and other written work. Conversation will include strategies to include citizen stories, leverage current events and connect legislative work to local and national issues.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p> <p>Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p> <p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Ms. Alison Schafer, International Media and Communications Expert, IRI</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
5:15 - 6:15pm	<p><u>Writing Compelling and Newsworthy Material</u></p> <p><i>Hotel Ballroom TBD</i></p>





	<p>This session will cover how to engage journalists to publish or share your content. Conversation will cover how to build a relationship with reporters and establish trust. The discussion will also cover how to come up with a hook, how to seek out appropriate media outlets, and how to ensure your content gets into the hands of your constituents.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Ms. Alison Schafer, International Media and Communications Expert, IRI Additional Panelists TBD</p> <p><i>Moderator:</i> Ms. Erin McMenamin, Program Manager, IRI</p>
	<u>Dinner at Delegate Leisure</u>
End of Day	





Thursday, December 9, 2021	
<i>Dress will be business professional during scheduled activities.</i>	
<i>Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.</i>	
8:45 – 9:00am	<u>Registration</u> <i>Delegates to get settled in Hotel Ballroom</i>
9:00 – 10:15am	<u>Information Manipulation: Covering the Basics of Mis/Disinformation</u> <i>Hotel Ballroom TBD</i> <p>This session will cover the basics misinformation and disinformation. The conversation will outline the harmful impacts this has on legislators, the work of the legislature to combat it, and most importantly, how it affects citizens.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
10:15 – 10:45am	<u>Coffee Break</u>
10:45 – 12:00pm	<u>Information Manipulation: Fake News</u> <i>Hotel Ballroom TBD</i> <p>This session will outline ways delegates can identify fake news as well as discuss strategies to prevent the spread of fake news. Special emphasis will be given to the role of parliaments in providing true and accurate information.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p>





	<p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
12:00 – 1:30pm	<p><u>Working Lunch</u></p> <p><i>Restaurant TBD</i></p> <p>This entire lunch will be dedicated to discussion. Specifically, discussion will center around the disinformation challenges MPs and their institutions are facing.</p>
1:30 – 2:30pm	<p><u>Information Manipulation: Digital Literacy for Legislators</u></p> <p><i>Hotel Ballroom TBD</i></p> <p>This section will cover how to consume information with a critical eye by understanding how and why information is curated and spread. Specifically, the session will discuss how to identify credible content, how to verify videos and images, and other strategies to consume information in a smart and safe manner.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p> <p>Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p> <p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Mr. Austin Akers, Media Communications Manager/Press Secretary, IRI</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
2:30 – 3:00pm	<p><u>Coffee Break</u></p>
3:00 – 4:00pm	<p><u>Information Manipulation: Reducing the Spread</u></p> <p><i>Hotel Ballroom TBD</i></p>





	<p>This discussion will center around methods and strategies to reduce the spread of false and harmful information. The session will cover how to report false and harmful information as well as how to understand the role bias and group think have in advancing disinformation.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenemy</i>, Program Manager, IRI</p>
4:00 – 5:15pm	<p><u>Information Manipulation: Threat Actors</u> <i>Hotel Ballroom TBD</i></p> <p>This session will discuss threat actors. The conversation will identify different groups and individuals that might engage in information manipulation. The discussion will outline the different goals each threat actor might have in their manipulation and spread of false information. Finally, discussion will also cover the tactics of these threat actors employ.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenemy</i>, Program Manager, IRI</p>
5:15 – 6:15pm	<p><u>Information Manipulation: Building Resilience</u> <i>Hotel Ballroom TBD</i></p>





	<p>This section will discuss building resilience to information manipulation. The conversation will discuss the responsibility legislators and parliament have in leading the efforts to build resilience; additionally discussion will include methods to engage citizens and executive branch governments in building resilience collaboratively.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
	<u>Dinner at Delegate Leisure</u>
<u>End of Day</u>	





Friday, December 10, 2021

Dress will be business professional during scheduled activities.

Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.

8:45 - 9:00am	<p><u>Registration</u> <i>Delegates to get settled in Hotel Ballroom</i></p>
9:00 - 10:15am	<p><u>Focusing Media Engagement to Reach Citizens</u> <i>Hotel Ballroom TBD</i></p> <p>The session's discussion will center around the ways in which engaging citizens through the media can help advance legislation, shed light on citizen issues, and can help the legislative process. Additionally, discussion will be sure to highlight the pitfalls and challenges legislators can face in engaging citizens through the media.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
10:15 - 10:45am	<p><u>Coffee Break</u></p>
10:45 - 12:00pm	<p><u>Managing Citizen Opposition and Outrage through Media Engagement</u> <i>Hotel Ballroom TBD</i></p> <p>Conversation will cover how to manage opposition and outrage that legislators will undoubtedly face from their constituents. Discussion will center around how to respectfully listen and acknowledge citizen concerns especially of those with different opinions. The session will discuss strategies in building relations, meeting with good-faith actors, and</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p>





	<p>Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p> <p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
12:00 – 1:30pm	<p><u>Working Lunch</u></p> <p><i>Restaurant TBD</i></p> <p>This entire lunch will be dedicated to discussion on effective citizen engagement methods. Conversation will include how to reach different audiences and constituents through traditional and digital media.</p>
1:30 – 2:30pm	<p><u>Connecting Citizen Concerns to the Media</u></p> <p><i>Hotel Ballroom TBD</i></p> <p>This section will discuss strategies to engage and hear from citizens. The session will focus on how to appropriately and effectively use citizen stories and experiences to advance legislative initiatives to improve the lives of constituents. A particular focus will be on how to gain citizen feedback to share with media outlets to showcase and highlight citizens stories and concerns.</p> <p>Mr. Mike Conaway, Former Member of Congress, U.S. House of Representatives</p> <p>Mr. Justin Wein, Chief of Staff HDP Chairman, U.S. House of Representatives</p> <p>Mr. Todd Rosenblum, Former Deputy Assistant Secretary of Defense and Former Deputy Under Secretary of Intelligence, Department of Homeland Security</p> <p>Additional Panelists TBD</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
2:30 - 3:00pm	<u>Coffee Break</u>
3:00 - 4:15pm	<u>Program Wrap Up and Action Planning</u>





	<p><i>Hotel Ballroom TBD</i></p> <p>This session will be a roundtable discussion to review the week's content. The conversation will seek to identify changes legislators can make to their media engagement practices, how they will use these strategies to engage citizens effectively and approach misinformation and disinformation.</p> <p>Mr. Jason Worlledge, Resident Program Director, IRI Poland</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
4:15 - 5:00pm	<p><u>Program Wrap up</u></p> <p><i>Hotel Ballroom TBD</i></p> <p>This session will be dedicated collecting feedback from every delegate. Following a conversational feedback session, a survey will be deployed for further evaluation.</p> <p>Mr. Jason Worlledge, Resident Program Director, IRI Poland</p> <p><i>Moderator: Ms. Erin McMenamin</i>, Program Manager, IRI</p>
5:00 - 5:30pm	<u>Transfer to Dinner</u>
5:30 – 7:30pm	<u>Farewell Dinner</u>
<u>End of Day</u>	





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Saturday, December 11, 2021	
<i>Dress will be casual during travel.</i>	
	<u>Depart to Airport</u> <i>Please meet promptly in the hotel lobby.</i>
	<u>Transfer to Airport</u>
	<u>Flights Home</u>
<u>End of Program</u>	



HDP Regional Exchange – Warsaw, Poland

Invited Participants	Confirmed Participants
Hon. Mimi Walters	Hon. Mimi Walters
Hon. Mike Conaway	Hon. Mike Conaway
Justin Wein	Justin Wein
Ileana Ros Lehitnen	
Todd Rosenblum	
Pavlo Valeriyovych Frolov	Pavlo Valeriyovych Frolov
Sofia Romaivna Fedyna	Sofia Romaivna Fedyna
Volodymyr Ihorevych Ariev	Volodymyr Ihorevych Ariev
Sviatoslav Yurash	
Kacper Płażyński	Kacper Płażyński
Aleksandra Gajewska	Aleksandra Gajewska
Dr. Dariusz Rosati	Dr. Dariusz Rosati
Franciszek Sterczewski	
Magdalena Łośko	
Rafał Bochenek	
Marina Morozova	Marina Morozova
Mariana Cusnir	Mariana Cusnir
Victor Spinu	Victor Spinu
Khatia Tsilosani	Khatia Tsilosani
Mikheil Daushvili	Mikheil Daushvili
Eka Sepashvili	Eka Sepashvili
Davit Bakradze	Davit Bakradze
Nona Mamulashvili	

IRI Confirmed Staff
Erin McMenamin
Maggie Stewart
Jenna Ruffoni
Alison Schafer
Austin Akers
Sabina Narloch
Jason Worlledge
Nino Rusidze