EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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: Cesar Gonzalez

2. a. Name of Accompanying Relative: OR None
   b. Relationship to Traveler: □ Spouse □ Child □ Other (specify): 

   b. Dates at Personal Expense, if any: OR None


5. Sponsor(s), Who Paid for the Trip: Congressional Institute

6. Describe Meetings and Events Attended:
   see attached itinerary

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.
   b. If not, explain: I did not attend a session due to a conference call with the Dept of Defense to prepare for an upcoming hearing

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

Signature of Traveler: ___________________________ Date: 5/14/22

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: Mario Diaz-Balart Date: 5/14/22

Signature of Supervising Member: ___________________________

Version date 3/2021 by Committee on Ethics
SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee’s travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid for the trip: Congressional Institute

2. Travel Destination(s): Williamsburg, VA

3. Date of Departure: May 4, 2022 Date of Return: May 6, 2022

4. Name(s) of Traveler(s): See attached list

   Note: You may list more than one traveler on a form only if all information is identical for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$267</td>
<td>$159</td>
<td>$360 - Room Rental</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

6. [ ] All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. Signify statement is true by checking box.

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

Signature: ___________________________ Date: May 12, 2022

Name: Mark Strand Title: President

Organization: Congressional Institute

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

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

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

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

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

1. Name of Traveler: Cesar Gonzalez

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
   Congressional Institute

3. City and State OR Foreign Country of Travel: Williamsburg, VA

4. a. Date of Departure: 5/4/22  Date of Return: 5/6/22
   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 the meetings at the conference will help me better manage the office and understand the upcoming
   policy issues Congress may consider.

9. Yes ☐ No ☐ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning,
   organizing, requesting, or arranging the trip?

10. For staff travelers, to be completed by your employing Member:

    ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

    I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my
    direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described
    travel is in connection with my employee's official duties and that acceptance of these expenses will not create the
    appearance that the employee is using public office for private gain.

    Signature of Employing Member ___________________________  Date 3/28/2022
PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip:
   Congressional Institute

2. [☑] I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. 
   Signify that the statement is true by checking box.

3. Check only one. I represent that:
   a. [☑] The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to 
      finance any aspect of the trip: OR
   b. [ ] The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted 
      funds only from entities that will receive a tangible benefit in exchange for those funds: OR
   c. [ ] The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all 
      or part of this trip and has enclosed disclosure forms from each of those entities.
      If "c" is checked, list the names of the additional sponsors:

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide 
   an explanation of why the individual was invited (include additional pages if necessary):
   See addendum & attached invitation list

5. Yes [☑] No [ ] Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: May 4, 2022  Date of return: May 6, 2022

7. a. City of departure: Washington, DC
   b. Destination(s): Williamsburg, VA
   c. City of return: Washington, DC

8. Check only one. I represent that:
   a. [ ] The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher 
      Education Act of 1965: OR
   b. [ ] The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR
   c. [ ] The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a 
      one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the 
      trip was de minimis under the Committee's travel regulations.

9. Check only one of the following:
   a. [☑] I checked 8(a) or (b) above; OR
   b. [ ] I checked 8(c) above but am not offering any lodging; OR
   c. [ ] I checked 8(c) above and am offering lodging and meals for one night; OR
   d. [ ] I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why 
      the second night of lodging is warranted:

Version date 3/2021 by Committee on Ethics
10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). Indicate agenda is attached by checking box.

11. Check only one of the following:
   a. [ ] I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. Signify that the statement is true by checking box; OR
   b. [ ] Not Applicable. Trip sponsor is a U.S. institution of higher education.

12. For each sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
   See addendum

13. Answer parts a and b. Answer part c if necessary:
   a. Mode of travel: [ ] Air, [ ] Rail, [ ] Bus, [ ] Car, [ ] Other (specify: __________)
   b. Class of travel: [ ] Coach, [ ] Business, [ ] First, [ ] Charter, [ ] Other (specify: __________)
   c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. [ ] I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking the box.

15. Check only one. I represent that either:
   a. [ ] The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; OR
   b. [ ] The trip involves events that are arranged specifically with regard to congressional participation.
      If “b” is checked:
      1) Detail the cost per day of meals (approximate cost may be provided):
         Day 1 - $52, Day 2 - $90, Day 3 - $18
      2) Provide the reason for selecting the location of the event or trip:
         Relative proximity to DC and capacity to handle a large event

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: **Williamsburg Lodge** City: Williamsburg, VA
   Reason(s) for Selecting: Proximity to DC, availability, security & facility size
   Cost Per Night: **$118 + taxes**
   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.
18. Total Expenses for each Participant:

<table>
<thead>
<tr>
<th>Actual Amounts</th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Faith Estimates</td>
<td>$106</td>
<td>$314</td>
<td>$160</td>
</tr>
<tr>
<td>For each Member,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer, or Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Accompanying</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>Identify Specific Nature of &quot;Other&quot; Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>(dollar amount per item)</td>
<td>(e.g., taxi, parking, registration fee, etc.)</td>
</tr>
<tr>
<td>For each Member,</td>
<td></td>
</tr>
<tr>
<td>Officer, or Employee</td>
<td></td>
</tr>
<tr>
<td>For each Accompanying</td>
<td></td>
</tr>
<tr>
<td>Family Member</td>
<td></td>
</tr>
</tbody>
</table>

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

19. Check only one:
   a. [ ] I certify that I am an officer of the organization listed below; OR
   b. [ ] Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

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

Signature: ___________________________ Date: March 25, 2022
Mark Strand
Name: ___________________________ Title: President
Congressional Institute
Organization: 1700 Diagonal Road #300, Alexandria, VA 22314
Address: ___________________________________________ Telephone: 703-837-8812
_________________________________________ Email: strand@conginst.org

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  ethicscommittee@mail.house.gov  202-225-7103
Washington, D.C. 20515
More information and forms available at ethics.house.gov
April 28, 2022

Mr. Cesar Gonzalez
Office of the Honorable Mario Diaz-Balart
374 Cannon House Office Building
Washington, DC 20515

Dear Mr. Gonzalez:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for May 4 to 6, 2022, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than $415 from a single source on the “Travel” schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

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

Sincerely,

Theodore E. Deutch
Chairman

Jackie Walorski
Ranking Member

TED/JW:mc
2022 House Republican Chiefs of Staff Conference
Williamsburg, VA

Wednesday, May 4

11:30 AM – 2:30 PM  Bus Departs from Hill  S. Capitol St (Between Rayburn & Longworth)
Box lunches will be available on the bus.

2:00 PM – 7:00 PM  Nametag Pickup  Hotel Lobby

3:00 PM – 3:15 PM  Welcome  Virginia Room ABCD

3:15 PM – 4:15 PM  New Findings on Public Opinion  Virginia Room ABCD
David Winston, The Winston Group
Myra Miller, The Winston Group
Dave Sackett, The Tarrance Group
BJ Martino, The Tarrance Group

4:15 PM – 5:15 PM  Supporting Ukraine, Strengthening America, Building Foreign Relations  Virginia Room ABCD
Moderator: Mark Strand, Congressional Institute
His Excellency Andrei Muraru, Ambassador of Romania
Adam Krzywosądzki, Deputy Chief of Mission, Embassy of Poland
Senay Bulbul, Political Counselor, Embassy of the United Kingdom

6:00 PM – 9:00 PM  Reception  Virginia Lawn & Foyer
Dinner  Virginia Room EF
The Honorable Newt Gingrich, 50th Speaker of the U.S. House of Representatives

Thursday, May 5

8:00 AM – 9:00 AM  Breakfast  Virginia Room EF

9:00 AM – 10:00 AM  Leadership Chiefs of Staff  Virginia Room ABCD
Dan Meyer, Office of the Republican Leader
Brett Horton, Office of the Republican Whip
Patrick Hester, House Republican Conference

10:00 AM – 12:00 PM  Preparing to Manage In the 118th Congress  Virginia Room ABCD
Mark Horstman, Manager Tools, LLC
12:00 PM – 1:15 PM  Lunch
Jim Geraghty, National Review
Virginia Room EF

1:30 PM – 2:30 PM  Ethics: Official, Campaigns, and Redistricting
Moderator: Kelle Strickland
Elliot Berke, Berke Farah LLC
Erin Clark, NRCC
Virginia Room ABCD

2:30 PM – 3:30 PM  Maximizing the MRA
George Hadijski, Congressional Management Foundation
Tim Monahan, Committee on House Administration
Max Engling, Office of the Republican Leader
Rachel Wagley, Office of Rep. Blake Moore
Virginia Room ABCD

3:30 PM – 4:30 PM  Getting Your Member’s Bill Passed
Arne Christenson, Former Chief of Staff for the Speaker of the House
Ralph Hellmann, Former Policy Director for the Speaker of the House
Virginia Room ABCD

6:00 PM – 9:00 PM  Reception
Dinner
The Honorable Winsome Earle-Sears, 42nd Lieutenant Governor of Virginia
Virginia Lawn & Foyer
Virginia Room EF

Friday, May 6

8:00 AM – 9:00 AM  Breakfast
Virginia Room EF

9:00 AM – 10:00 AM  Crisis Communications
Ed Patru, Direct Communications Co.
Virginia Room ABCD

10:00 AM – 11:00 AM  Growing Your Staff’s Talent
Mark Strand, Congressional Institute
Amy Smith, Coach Program, Office of the House CAO
Mark Sobol, Longwave Partners
Virginia Room ABCD

11:00 AM – 11:15 AM  Open Mic Discussion
Moderator: Mark Strand, Congressional Institute
Virginia Room ABCD

11:30 AM  Conference Concludes
Bus departs from the Williamsburg Lodge Convention Center Entrance
PRIMARY TRIP SPONSOR FORM
ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House Minority and Senate Majority personal offices, the Staff Director in House Minority committee offices as well as select leadership staff.

Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:
The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be $406 as disclosed on the sponsor form.

COVID Safety Precautions: We will have over the counter testing available to participants as needed.
Congressional Institute
2022 House Republican Chiefs of Staff Conference
Williamsburg, VA

Wednesday, May 4

11:30 AM  Bus Departs from Hill
2:00 PM   Nametag Pickup
4:15 PM   Welcome
4:30 PM   New Findings on Public Opinion
          David Winston, The Winston Group
          Myra Miller, The Winston Group
          Dave Sackett, The Tarrance Group
          BJ Martino, The Tarrance Group

6:00 PM   Reception
7:00 PM   Dinner
          Marcus Buckingham, The Marcus Buckingham Company

Thursday, May 6

8:00 AM   Breakfast
9:00 AM   Leadership Chiefs of Staff
          Moderated by: Mark Strand, Congressional Institute
          Dan Meyer, Office of the Republican Leader
          Brett Horton, Office of the Republican Whip
          Patrick Hester, House Republican Conference

10:00 AM  Preparing to Manage In the 118th Congress
          Mark Horstman, Manager Tools, LLC (confirmed)

12:00 PM  Lunch
          The Honorable Winsome Sears, Lieutenant Governor of Virginia (Invited)

1:15 PM   Ethics: Official, Campaigns, and Redistricting
          Moderator: Kelle Strickland
Elliot Berke, Berke Farah LLC
Erin Clark, NRCC
Tim Monahan, Committee on House Administration

2:30 PM
Maximizing the MRA
Brad Fitch, Congressional Management Foundation

3:30 PM
A Policy Agenda for the 118th Congress: Task Force Breakouts
Moderator: Mark Strand

4:30 PM
Break

6:00 PM
Reception & Dinner
Katie Pavlich, Townhall

Saturday, May 6

8:00 AM
Breakfast

9:00 AM
Schoolhouse Rocks Revisited: Getting Your Member's Bill Passed
Anne Bradbury, former leadership staffer
Gary Andres, Committee on Ways and Means
Craig Stephens, DCI Group

10:00 AM
Growing Your Staff's Talent
Ardine Williams, Amazon

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

12:30 PM
Conference Concludes
Bus departs from the Williamsburg Lodge
CHIEFS OF STAFF CONFERENCE
May 4-6, 2022

PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, APRIL 4, 2022!!!

Dear "/name/",

On behalf of the Congressional Institute, I’m happy to invite you to the annual 2022 Chiefs of Staff Issues Conference, which will be from Wednesday, May 4, 2022, through Friday, May 6, 2022, at Colonial Williamsburg Lodge in Williamsburg, VA. We hope you and your family will join us.

You have many challenges as a Chief of Staff, including the daily management of your office. We’re developing an engaging program to help you do your job more effectively. We are inviting House and Senate Republican and Democratic chiefs of staff, committee staff directors and leadership staff so you can get to know colleagues you might not normally meet during a normal workday.

We are working with the Committee on Ethics so that the Congressional Institute is able to cover certain costs for you. We ask that you submit your paperwork to the Ethics Committee as soon as possible.

We look forward to seeing you at this Issues conference so you can hear about the future of the country and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships.

To Register:

Step 1: Submit Ethics Packet by Monday, April 4, 2022
If you think that there is even a possibility you will attend, you need pre-authorization from the Committee on Ethics; you may always withdraw your paperwork.

Download the institute’s Primary Trip Sponsor Form and submit the whole package with your completed Traveler Form by Monday, April 4, 2022, to the Committee on Ethics. This entire package may be faxed to the Committee at (202)225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to trave/requests@mail.house.gov.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and your member’s principal campaign fund would need to pay for you.

DOWNLOAD ETHICS FORMS >

Step 2: Register on the Congressional Institute’s website
The Congressional Institute will coordinate all logistical arrangements, including room reservations. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

REGISTER NOW >

Email Address: *email*
Access Code: *other_id/

If you are unable to attend, please use the following link to decline this invitation.

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be forthcoming. If there are any other questions, please send email to cinst@conginst.org.
Mark Strand, President
The Congressional Institute
strad@conginst.org
office: 703-537-8812
mobile: 571-366-0090
website: conginst.org

If you are not the correct contact for this office, please reply to this email with the updated contact information instead of unsubscribing.
<table>
<thead>
<tr>
<th>Email Address</th>
<th>First Name</th>
<th>Last Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:robert.ackerson@mail.house.gov">robert.ackerson@mail.house.gov</a></td>
<td>Rob</td>
<td>Ackerson</td>
<td>Subscribed</td>
</tr>
<tr>
<td><a href="mailto:kara.ahern@mail.house.gov">kara.ahern@mail.house.gov</a></td>
<td>Kara</td>
<td>Ahern</td>
<td>Subscribed</td>
</tr>
<tr>
<td><a href="mailto:amy.albro@mail.house.gov">amy.albro@mail.house.gov</a></td>
<td>Amy</td>
<td>Albro</td>
<td>Subscribed</td>
</tr>
<tr>
<td><a href="mailto:anna.alburger@mail.house.gov">anna.alburger@mail.house.gov</a></td>
<td>Anna</td>
<td>Alburger</td>
<td>Subscribed</td>
</tr>
<tr>
<td><a href="mailto:dale.anderson@mail.house.gov">dale.anderson@mail.house.gov</a></td>
<td>Dale</td>
<td>Anderson</td>
<td>Subscribed</td>
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<td><a href="mailto:taylor.andreas@mail.house.gov">taylor.andreas@mail.house.gov</a></td>
<td>Taylor</td>
<td>Andreas</td>
<td>Subscribed</td>
</tr>
<tr>
<td><a href="mailto:gary.andres@mail.house.gov">gary.andres@mail.house.gov</a></td>
<td>Gary</td>
<td>Andres</td>
<td>Subscribed</td>
</tr>
<tr>
<td><a href="mailto:jon.anzur@mail.house.gov">jon.anzur@mail.house.gov</a></td>
<td>Jon</td>
<td>Anzur</td>
<td>Subscribed</td>
</tr>
<tr>
<td><a href="mailto:Cyrus.Artz@mail.house.gov">Cyrus.Artz@mail.house.gov</a></td>
<td>Cyrus</td>
<td>Artz</td>
<td>Subscribed</td>
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