



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: Anna McComrack
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify)
3. a. Dates: Departure: May 4, 2022 Return: May 6, 2022
b. Dates at Personal Expense, if any: OR None
4. Departure City: Washington, DC Destination: Williamsburg Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Numerous meetings and panels on working in Congress and how to better fulfill my role as a Chief of Staff.
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: [Handwritten Signature] Date: 5/16/2022

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 Rouzer Date: 5/16/2022

Signature of Supervising Member: [Handwritten Signature]



U.S. House of Representatives

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

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

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0.00	\$267	\$159	\$360 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

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

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

Signature:  Date: 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.



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Anna McCormack

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

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

Signature: Anna McCormack

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Congressman David Rouzer

Office Address: 2333 Rayburn House Office Building, Washington DC 20515

Telephone Number: 202-225-2731

Email Address of Contact Person: anna.mccormack@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103  
or via e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



U.S. House of Representatives  
COMMITTEE ON ETHICS

TRAVELER FORM

- 1. Name of Traveler: Anna McCormack
- 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: 5/4/2022 Date of Return: 5/6/2022  
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, this conference specifically geared toward Chiefs of Staff will further my professional development in the areas of constituent service, communications, and overall office operations. These professional development seminars will assist me in planning the office's short and long-term goals to better assist constituents of North Carolina's 7th Congressional District.
- 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 [Signature]

Date 3/30/2022



U.S. House of Representatives

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:

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:



U.S. House of Representatives

# COMMITTEE ON ETHICS

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box;* OR
- b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

See addendum

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

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

14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; OR
- b.  The trip involves events that are arranged specifically *with regard* to congressional participation.
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):  
Day 1 - \$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 Cost Per Night: \$118 +taxes  
Reason(s) for Selecting: proximity to DC, availability, security & facility size
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



U.S. House of Representatives

# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$106	\$268	\$160
For each Accompanying Family Member	\$106	n/a	\$160

	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	\$406	Room Rental
For each Accompanying Family Member	\$406	Room Rental

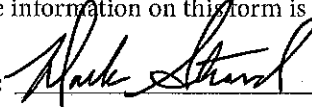
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

### 19. Check only one:

- a.  I certify that I am an officer of the organization listed below; OR
- b.  Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

### 20. I certify by my signature that

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

Signature:  Date: April 7, 2022

Name: Mark Strand Title: President

Organization: Congressional Institute

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

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

## INSTRUCTIONS

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

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

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

For questions, please contact the Committee on Ethics at:

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

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

Theodore E. Deutch, Florida  
*Chairman*  
Jackie Walorski, Indiana  
*Ranking Member*

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

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



ONE HUNDRED SEVENTEENTH CONGRESS

**U.S. House of Representatives**  
COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Kelle A. Strickland  
*Counsel to the Ranking Member*

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

April 28, 2022

Ms. Anna McCormack  
Office of the Honorable David Rouzer  
2333 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. McCormack:

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



## **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 5**

- 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 118<sup>th</sup> 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 118<sup>th</sup> Congress: Task Force Breakouts  
Moderator: Mark Strand
- 4:30 PM Break
- 6:00 PM Reception & Dinner  
Katie Pavlich, *Townhall*

**Friday, 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



**Congressional  
Institute**

**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**  
Moderator: Mark Strand, Congressional Institute                      **Virginia Room ABCD**  
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, 50<sup>th</sup> Speaker of the U.S. House of Representatives

**Thursday, May 5**

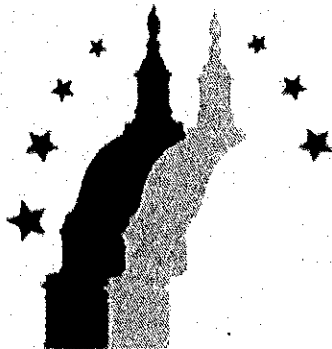
- 8:00 AM – 9:00 AM**    **Breakfast**    **Virginia Room EF**
- 9:00 AM – 10:00 AM**    **Leadership Chiefs of Staff**                                      **Virginia Room ABCD**  
Dan Meyer, Office of the Republican Leader  
Brett Horton, Office of the Republican Whip  
Patrick Hester, House Republican Conference
- 10:00 AM – 12:00 PM**    **Preparing to Manage In the 118<sup>th</sup> Congress**                      **Virginia Room ABCD**  
Mark Horstman, Manager Tools, LLC

<b>12:00 PM – 1:15 PM</b>	<b>Lunch</b> Jim Geraghty, <i>National Review</i>	<b>Virginia Room EF</b>
<b>1:30 PM – 2:30 PM</b>	<b>Ethics: Official, Campaigns, and Redistricting</b> Moderator: Kelle Strickland Elliot Berke, Berke Farah LLC Erin Clark, NRCC	<b>Virginia Room ABCD</b>
<b>2:30 PM – 3:30 PM</b>	<b>Maximizing the MRA</b> George Hadjijski, Congressional Management Foundation Tim Monahan, Committee on House Administration Max Engling, Office of the Republican Leader Rachel Wagley, Office of Rep. Blake Moore	<b>Virginia Room ABCD</b>
<b>3:30 PM – 4:30 PM</b>	<b>Getting Your Member's Bill Passed</b> Arne Christenson, Former Chief of Staff for the Speaker of the House Ralph Hellmann, Former Policy Director for the Speaker of the House	<b>Virginia Room ABCD</b>
<b>6:00 PM – 9:00 PM</b>	<b>Reception Dinner</b> The Honorable Winsome Earle-Sears, 42 <sup>nd</sup> Lieutenant Governor of Virginia	<b>Virginia Lawn &amp; Foyer Virginia Room EF</b>

**Friday, May 6**

<b>8:00 AM – 9:00 AM</b>	<b>Breakfast</b>	<b>Virginia Room EF</b>
<b>9:00 AM – 10:00 AM</b>	<b>Crisis Communications</b> Ed Patru, Direct Communications Co.	<b>Virginia Room ABCD</b>
<b>10:00 AM – 11:00 AM</b>	<b>Growing Your Staff's Talent</b> Mark Strand, Congressional Institute Amy Smith, Coach Program, Office of the House CAO Mark Sobol, Longwave Partners	<b>Virginia Room ABCD</b>
<b>11:00 AM – 11:15 AM</b>	<b>Open Mic Discussion</b> Moderator: Mark Strand, Congressional Institute	<b>Virginia Room ABCD</b>
<b>11:30 AM</b>	<b>Conference Concludes</b> Bus departs from the Williamsburg Lodge Convention Center Entrance	

**From:** Congressional Institute [rsvp@conginst.org](mailto:rsvp@conginst.org)  
**Subject:** Test - Register Now for the GOP Chiefs of Staff Conference  
**Date:** March 27, 2022 at 8:08 PM  
**To:** [amym@conginst.org](mailto:amym@conginst.org)



## CHIEFS OF STAFF CONFERENCE

May 4-6, 2022

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

Dear \*/fname/\*,

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 personal 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 [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

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

**DOWNLOAD ETHICS FORMS**

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