



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: Caleb Smith
2. a. Name of Accompanying Relative: Jessica Smith OR None ☐
b. Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: June 1, 2022 Return: June 3, 2022
b. Dates at Personal Expense, if any: _____ OR None ☒
4. Departure City: Washington, DC Destination: Williamsburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:
Legislative and Communications Staff were briefed by leading experts in how to best advance a policy agenda and communicate effectively on behalf of Members of Congress. We discussed Crisis Communications strategies and also reviewed the process by which a bill becomes a law in the modern era.
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: 06/13/22

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: Kevin McCarthy Date: 6/14/2022

Signature of Supervising Member: [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: June 1, 2022

Date of Return: June 3, 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	n/a	\$269	\$154	\$398 - Room Rental
Accompanying Family Member	n/a	\$0.00	\$154	\$398 - Room Rental

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: Mark Strand

Date: June 9, 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

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TRAVELER FORM

1. Name of Traveler: Caleb Smith
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, Virginia
4. a. Date of Departure: June 1, 2022 Date of Return: June 3, 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: Jessica Smith
(2) Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
(3) Yes ☒ No ☐ Accompanying Family Member is at least 18 years of age:
6. a. Yes ☐ No ☒ Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties.
Staff should include their job title and how the activities on the itinerary relate to their duties.
As the Digital Communications Director for Leader McCarthy, the workshops and planning sessions for this trip will help me A) execute a more effective communications strategy for my office and B) allow me the opportunity to inform other offices of best practices, new digital tactics, and current communications priorities for the Congress.
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 04/26/2022



U.S. House of Representatives

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PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:
Congressional Institute
2. ☒ I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.
3. **Check only one.** I represent that:
 - a. ☐ The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**
 - b. ☐ The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
 - c. ☐ The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See addendum & attached invitation list
5. Yes ☐ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: June 1, 2022 Date of return: June 3, 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:



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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 - \$51, Day 2 - \$88, Day 3 - \$21

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

Relative proximity to DC and capacity to handle a large event

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

Hotel Name: Kingsmill City: Williamsburg, VA Cost Per Night: \$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.*



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COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

☐ Actual Amounts ☒ 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	\$269	\$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	\$451	Room Rental
For each Accompanying Family Member	\$451	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 12, 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 | 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

May 25, 2022

Mr. Caleb Smith
Office of the Minority Leader
H-204, The Capitol
Washington, DC 20515

Dear Mr. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Williamsburg, Virginia, scheduled for June 1 to 3, 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 roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communication staff in leadership offices.

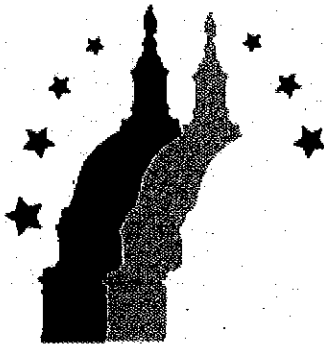
Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$451.

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register Now for the Legislative and Communication Directors Conference
Date: April 12, 2022 at 2:52 PM
To: amym@conginst.org



LEGISLATIVE & COMMUNICATION DIRECTORS CONFERENCE

June 1-3, 2022

PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, MAY 2, 2022!!!

Dear ***/fname/***,

The Congressional Institute is once again honored to host the annual 2022 Legislative and Communication Directors Conference, from Wednesday, June 1, 2022, through Friday, June 3, 2022, at the Kingsmill in Williamsburg, VA. We hope you will join us.

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

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

To Register:

Step 1: Submit Ethics Packet by Monday, May 2, 2022

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's Private Sponsor Travel Certification Form, complete the traveler form and submit the whole package with your completed Traveler Form by Monday, May 2, 2022, to the Committee on Ethics. This entire package may be emailed to the Committee at travel.requests@mail.house.gov or delivered to the Committee at 1015 Longworth.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and the cost would need to be covered by your Member's principal campaign committee funds.

Additionally, you must file a travel disclosure statement with the Clerk of the House within 15 days of your return.

Step 2: Register with the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation and meetings during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

[Register for 2022 Legislative and Communication Directors Conference](#)

Email Address: ***/email/***

Access Code: ***/other_id/***

If you are unable to attend, please use the following link to [decline this invitation](#).

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call 703-837-8812 or email rsvp@conginst.org. We look forward to seeing you in Williamsburg!

Mark Strand, President

The Congressional Institute
strand@conginst.org
office: 703-837-8812
mobile: 571-366-0090
website: conginst.org





**Congressional
Institute**

**2022 House Republican Legislative and Communication Directors Conference
Williamsburg, VA**

Wednesday, June 1

- 11:30 AM** **Bus Departs from Hill**
- 2:00 PM** **Nametag Pickup**
- 3:00 PM** **Welcome**
- 3:15 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
- 4:15 PM** **Ethics: Official, Campaigns, and Redistricting**
Elliot Berke, Berke Farah LLC
Erin Clark, NRCC
Tim Monahan, Committee on House Administration
- 6:00 PM** **Reception & Dinner**
Katie Pavlich, *Townhall*

Thursday, June 2

- 8:00 AM** **Breakfast**
- 9:00 AM** **Leadership Policy and Communication Directors**
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
- 12:00 PM** **Lunch**
Os Guinness, Author & Social Critic

Policy Breakouts

- 1:30 PM** **A Governing Agenda for the 118th Congress: House GOP Task Forces**
Moderator: Mark Strand, Congressional Institute
House GOP Task Force Staffers
- 2:30 PM** **Drafting and Passing Legislation**
Hugh Halpern, Former House Rules Committee Staff Director
TBD, House Office of the Legislative Counsel
- 3:45 PM** **How to Think Like an Economist**
Steven Rhoads, University of Virginia
Ryan Bourne, Cato Institute

Communications Breakouts

- 1:30 PM** **Communicating the Republican Agenda: House GOP Task Forces**
Moderator: Jessica Towhey, Congressional Institute/2e Communications
- 2:30 PM** **Crisis Communications**
Craig Stephens, DCI Group
- 3:45 PM** **Speechwriting 101**
TBD, TBD
- 6:00 PM** **Reception & Dinner**
Walter Russell Mead, *The Wall Street Journal*

Friday, June 3

- 8:00 AM** **Breakfast**
- 9:00 AM** **How to Conduct Effective Oversight**
The Honorable Kelly Armstrong, U.S. House of Representatives
Machalagh Carr, Office of the Republican Leader
Steve Castor, House Judiciary Committee
William Burck, Quinn Emanuel Urquhart & Sullivan, LLP
- 10:30 AM** **Budget, Appropriations, & Taxes: Understanding & Explaining A Mystery**
Matt Glassman, Georgetown University
Anne Marie Chotvacs, Committee on Appropriations
J.P. Freire, Committee on Ways and Means
- 12:00 PM** **Conference Concludes**
Bus departs from Kingsmill



**Congressional
Institute**

2022 Legislative and Communication Directors Conference

Wednesday, June 1, 2022

1:00 PM	Nametag Pickup	Conference Desk
2:00 PM	Welcome Mark Strand, Congressional Institute	Burwell Ballroom
2:15 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	Burwell Ballroom
3:15 PM	Ethics: Official, Campaigns, and Redistricting Bill Farah, Berke Farah LLP Blake Murphy, NRCC	Burwell Ballroom
4:15 PM	The Republican Coalition: Working As One Moderator: David Winston, The Winston Group Ryan Streeter, American Enterprise Institute Chad Wolf, America First Policy Institute	Burwell Ballroom
6:00 PM	Reception Dinner <i>Creating an American Majority</i> The Honorable Newt Gingrich, 50 th Speaker of the House of Representatives	James River Grand Foyer James River Grand Ballroom

Thursday, June 2, 2022

8:00 AM	Breakfast	James River Grand Ballroom
9:00 AM	Leadership Policy and Communication Directors Moderator: Mark Strand, Congressional Institute Emily Domenech, Office of Leader Kevin McCarthy Preston Hill, Office of Leader Kevin McCarthy Steve Giaier, Office of Leader Kevin McCarthy Lauren Fine, Office of Whip Steve Scalise Ben Napier, Office of Whip Steve Scalise Ali Pardo, House Republican Conference Jake Vreeburg, House Republican Conference	Burwell Ballroom
10:00 AM	Preparing to Lead In the 118th Congress Mark Horstman, Manager Tools, LLC	Burwell Ballroom
12:00 PM	Lunch Os Guinness, Author & Social Critic	James River Grand Ballroom

**Policy Breakouts
Burwell Ballroom**

- 1:30 PM How to Draft Legislation Effectively**
Moderator: Mark Strand, Congressional Institute
Wade Ballou, House Legislative Counsel
Phillip Swagel, Director, Congressional Budget Office
- 2:30 PM Schoolhouse Rocks Revisited: Passing Your Member's Bill**
Arne Christenson, Former Chief of Staff to the Speaker of the House
Hugh Halpern, Former House Rules Committee Staff Director & Floor
Ralph Hellman, Former Policy Director to the Speaker of the House

**Communications Breakouts
Tazewell Room**

- 1:30 PM Taking Control of Your Message on Digital Channels**
Daria Grastara, NRSC
Matt Lira, Hangar Capital
- 2:15 PM Crisis Communications**
Ed Patru, Direct Communications Co.

**6:00 PM Reception
Dinner**

Can NATO Promote International Security and Prosperity?
A Fireside Chat with Members of the Diplomatic Community
Moderator: Mark Strand, Congressional Institute
Theodoros Bizakis, Minister Counselor-Deputy Chief of Mission Embassy of Greece
Adam Krzywosądzki, Deputy Chief of Mission, Embassy of Poland

**James River Grand Foyer
James River Grand Ballroom**

Friday, June 3, 2022

- 8:00 AM Breakfast** **James River Grand Ballroom**
- 9:00 AM How to Conduct Effective Oversight** **Burwell Ballroom**
The Honorable Kelly Armstrong, U.S. House of Representatives
William Burck, Quinn Emanuel Urquhart & Sullivan, LLP
Machalagh Carr, Office of the Republican Leader
Steve Castor, House Judiciary Committee
- 10:00 AM The Appropriations Process: Understanding & Explaining A Mystery** **Burwell Ballroom**
Anne Marie Chotvacs, Committee on Appropriations
Jennifer Hing, Former Appropriations Committee Communications Director
- 11:00 AM Dobbs v. Jackson and the Future of the Pro-Life Movement** **Burwell Ballroom**
Autumn Christensen, Susan B. Anthony List
Katie Glenn, Americans United For Life
Tim Saccoccia, Knights of Columbus
- 12:00 PM Conference Concludes**
Bus departs from Lobby

CD: Invited House Staff

First Name	Last Name	Job Title	Institution
Steve	Ackerman	Legislative Director	Office of Rep. Fulcher
Emily	Ackerman	Deputy Chief of Staff/Legislative Director	Office of Rep. Reschenthaler
Frank	Acomb	Communications Director	Office of Rep. Reed
Anna	Adamian	Press Secretary	Office of Rep. Harris
Jeremy	Adler	Communications Director	Office of Rep. Cheney
Barley	Adsit	Communications Director	Office of Rep. Carter (GA)
Sam	Anderson	Communications Director	Office of Rep. Stewart
Lex	Attebery	Deputy Communications Director	House Committee on Appropriations
Aggie	Ayrea	Legislative Director	Office of Rep. Graves (LA)
Kevin	Baird	Communications Director	Office of Rep. Griffith
Amantha	Baker	Legislative Director	Office of Rep. Grothman
Shawn	Balcomb	Communications Director	Office of Rep. Salazar
Catalie	Baldassarre	Communications Director	Office of Rep. Malliotakis
Mike	Ball	Communications Director	Office of Rep. Cawthorn
Jimmy	Ballard	Legislative Director	Office of Rep. Davis
Madeline	Ballou	Legislative Counsel	House Office of the Legislative Counsel
Don	Barber	Legislative Director	Office of Rep. Elizey
Boah	Barger	Legislative Director	Office of Rep. Bost
Nathan	Barker	Legislative Director	Office of Rep. Hice
Clark	Barley	Communications Director	Office of Rep. Keller
Michael	Barnett	Communications Director	Office of Rep. Graves (LA)
Walker	Barrett	Legislative Director	Office of Rep. Waltz
Joe	Barry	Legislative Director	Office of Rep. Good
Alan	Bates	Legislative Director	Office of Rep. Gibbs
Coqueline	Battaglia	Scheduler	Office of the Whip
Christopher	Bayles	Senior Legislative Assistant	Office of Rep. Palmer

Mark	Bednar	Director of Strategic Communications	Office of the Leader
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Joel	Valdez	Communications Director	Office of Rep. Gaetz
Valentina	Valenta	Legislative Director	Office of Rep. Posey
EJ	Valentine	Legislative Director	Office of Rep. Gironnez
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Alexa	Vance	Communications Director	Office of Rep. Reschenthaler
Alex	Vanderford	Communications Director	Office of Rep. DesJarlais
Matt	VanHyfte	Communications Director	House Committee on Small Business
Heather	Vaughan	Communications Director	House Committee on Science, Space and Technology
Jonathan	Vecchi	Legislative Director/Deputy Chief of Staff	Office of Rep. Bilirakis
Noelle	Verhelst	Legislative Director	Office of Rep. Smucker
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Jake	Vreeburg	Policy Director	House Republican Conference
Rob	Wagener	Legislative Director	Office of Rep. Fitzgerald
Rachel	Walker	Communications Director	House Committee on Intelligence
Nikki	Wallace	Communications Director/District Director	Office of Rep. Simpson
Luke	Wallwork	Legislative Director	Office of Rep. Murphy
Maggie	Ward	Legislative Director	Office of Rep. Turner
Lauren	Weber	Press Secretary	Office of Rep. Fischbach

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Laura	Weldon	Legislative Director	Office of Rep. Taylor
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Allie	White	Legislative Director	Office of Rep. Ferguson
Grace	White	Communications Director	Office of Rep. Stiel
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Laura	Wilson	Legislative Director	Office of Rep. Johnson (OH)
David	Wintrey	Legislative Director	Office of Rep. Granger
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Emily	Wood	Press Secretary	Office of Rep. Duncan
Maggie	Woodin	Legislative Director	Office of Rep. Meijer
Joshua	Woodward	Legislative Director	Office of Rep. Caramack
Dan	Wunderlich	Communications Director	Office of Rep. Schweikert
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Dominique	Yelinski	Legislative Director	Office of Rep. Hern
Alex	Yost	Legislative Director	Office of Rep. Owens
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Mac
Nate
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Zimmerman
Zimpher
Zwaanstra

Legislative Director
Legislative Director
Legislative Director

Office of Rep. Tiffany
Office of Rep. Balderson
Office of Rep. Lesko

Report name: Attendance Report (House Staff for Ethics)
Report date: 06/09/2022
Event name: 2022 Legislative and Communication Directors Conference

First Name	Last Name	Institution	Job Title
Anna	Adamian	Office of Rep. Harris	Press Secretary
Alex	Attebery	House Committee on Appropriations	Deputy Communications Director
Kevin	Baird	Office of Rep. Griffith	Communications Director
Shawn	Balcomb	Office of Rep. Salazar	Communications Director
Natalie	Baldassarre	Office of Rep. Malliotakis	Communications Director
Wade	Ballou	House Office of the Legislative Counsel	Legislative Counsel
Noah	Barger	Office of Rep. Bost	Legislative Director
Nathan	Barker	Rep. Jody Hice	Legislative Director
Nick	Barley	Office of Rep. Keller	Communications Director
Zach	Barnett	Office of Rep. Graves (LA)	Communications Manager
Brian	Bates	Office of Rep. Gibbs	Legislative Director
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Lyssa	Bell	Office of Rep. Pfluger	Communications Director
Evan	Bender	Office of Rep. Nehls	Legislative Director
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Patrick	Bond	Office of Rep. Lucas	Communications Director
Rich	Booker	Office of Rep. Long	Press Secretary
Francis	Brennan	House Republican Conference	Rapid Response Director
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Arthur	Bryant	Office of Rep. Wagner	Communications Director
Daniel	Bucheli	Office of Rep. Spartz	Communications Director
Laynee	Buckels	Office of Rep. Weber	Communication Director

Courtney	Butcher	House Republican Conference	Member Services Director
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Aaron	Calkins	Office of Rep. Biggs	Legislative Director
Kyle	Campbell	Office of Rep. McClintock	Legislative Director
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Anne Marie	Chotvacs	House Committee on Appropriations	Staff Director
Nick	Christensen	House Committee on Transportation and Infrastructure	Director of Member Services
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Elisabeth	Conklin	Communication Standards Commission	Director
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Dylan	Jones	Office of Rep. Rose	Communications Director
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Katharine	Kelly	Office of Rep. Kustoff	Communications Director
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Jeffrey	Kuckuck	Office of Rep. Emmer	Legislative Director
Hillary	Lassiter	Office of Rep. Pence	Legislative Director
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Chavonne	Ludick	Office of Rep. McMorris Rodgers	Press Secretary
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Hannah	Matesic	House Committee on Education and Labor	Director of Member Services and Coalitions
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Bryan	McVae	Office of Rep. Foss	Legislative Director
Tim	Medeiros	Office of Rep. Feenstra	Legislative Director
Megan	Medley	Office of Rep. Aderholt	Legislative Director

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Mitch	Rabalais	Office of Rep. Letlow	Communications Director

Scott	Rausch	Office of Rep. Garbarino	Deputy Chief of Staff & Legislative Director
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Office of Rep. Boebert

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Office of Rep. Armstrong
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Office of Rep. Fallon
Office of Rep. Huizenga

Senior Legislative Aid
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Press Secretary
Deputy Chief of Staff/Communications
Director
Deputy Chief of Staff/Communications
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