



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: Elizabeth Beltran
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: Sunday, May 7, 2023 Return: Tuesday, May 9, 2023
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington, D.C. Destination: Dallas, TX Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Women's High Tech Coalition
6. Describe Meetings and Events Attended:
Met with employees for technology companies based in Texas and attended educational briefings and round table events focused on technology policy and how Congress can help support the technology industry.
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: Elizabeth Beltran Digitally signed by Elizabeth Beltran
Date: 2023.05.11 10:19:58 -04'00' Date: 5/11/23

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: Marilyn Strickland Date: 5/11/23

Signature of Supervising Member: 



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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: Women's High Tech Coalition
2. Travel Destination(s): Dallas, TX
3. Date of Departure: 5.7.23 Date of Return: 5.9.23
4. Name(s) of Traveler(s): Elizabeth Beitran

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	\$692.97	\$421.79	\$59.10	\$66.84 See attached.
Accompanying Family Member				

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: Linda J Moore Date: 5/14/23

Name: Linda Moore Title: Meetings Coordinator

Organization: Women's High Tech Coalition

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

Address: 926 Pennsylvania Avenue SE, Washington DC 20003

Email: molly@mollyallenassociates.com Telephone: 202-827-8200

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

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



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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:
Women's High Tech Coalition
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 attached.
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
Sunday, May 7, 2023 Tuesday, May 9, 2023
6. Date of departure: _____ Date of return: _____
Washington, DC
7. a. City of departure: _____
Dallas, TX
b. Destination(s): _____
Washington, DC
c. City of return: _____
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:
Return flights from Dallas would prohibit a full day of programming on Monday, May 8.



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10. ☒ Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a. ☒ I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b. ☐ *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
See attached.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (specify: _____)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14. ☒ I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
- a. ☒ The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. ☐ The trip involves events that are arranged specifically *with regard* to congressional participation.
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):
- 2) Provide the reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- | | | |
|---|-----------------------------------|--|
| Hotel Name: <small>Aloft Dallas Downtown</small> _____ | City: <small>Dallas</small> _____ | Cost Per Night: <small>\$179</small> _____ |
| Reason(s) for Selecting: <small>Proximity to meetings & cost.</small> _____ | | |
| Hotel Name: _____ | City: _____ | Cost Per Night: _____ |
| Reason(s) for Selecting: _____ | | |
| Hotel Name: _____ | City: _____ | Cost Per Night: _____ |
| Reason(s) for Selecting: _____ | | |
17. ☒ I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <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	\$630	\$450	\$70
For each Accompanying Family Member			

	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	\$40	Taxi to and from DCA, meal at airport.
For each Accompanying Family Member		

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: Linda L Moore Date: 3/23/23
Linda Moore Meetings Coordinator
Name: _____ Title: _____
Organization: Women's High Tech Coalition
926 Pennsylvania Avenue, SE, Washington, DC 20003
Address: _____
molly@mollyallenassociates.com 2028278200
Email: _____ Telephone: _____

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

Elizabeth Beltran Other Expenses:

Item	Amount	Description
Boardshead @ DCA	\$17.82	Meal at airport
Lyft	\$30.31	Transportation to DCA
Starbucks	\$18.71	Meal at airport
Total	\$66.84	



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.**

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: Elizabeth Beltran

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: Elizabeth Beltran

Digitally signed by Elizabeth Beltran
Date: 2023.04.04 11:22:00 -04'00'

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Marilyn Strickland

Office Address: 1708 Longworth House Office Building Washington, DC 20515

Telephone Number: (202) 225-9740

Email Address of Contact Person: Elizabeth.Beltran@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.



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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Elizabeth Beltran
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Women's High Tech Coalition
3. City and State **OR** Foreign Country of Travel : Dallas, TX
4. a. Date of Departure: Sunday, May 7, 2023 Date of Return: Tuesday, May 9, 2023
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:
Trip departure from D.C. is Sunday so it requires lodging for night of arrival and the delegation trip in Dallas takes place on Monday from morning through the night. The flight back to D.C. is not until Tuesday morning, so that is why it requires a second night of lodging (on Monday night).
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.
I am a Legislative Assistant handling a portfolio that covers technology issues and will be able to speak to my boss' legislative priorities within the technology space during the delegation trip as we will be meeting with various professionals in the technology sector in Dallas, TX.
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 4/4/23

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

April 27, 2023

Ms. Elizabeth Beltran
Office of the Honorable Marilyn Strickland
1708 Longworth House Office Building
Washington, DC 20515

Dear Ms. Beltran:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Dallas, Texas, scheduled for May 7 to 9, 2023, sponsored by Women's High Tech Coalition. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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 \$480 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,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:amr

MEMORANDUM

TO: Liz Beltran
Giulia DiGuglielmo
Catherine Francois
Cecily Hahn
Natalie Hellmann
Leah Li
Macey Matthews

FROM: Molly Allen

RE: Women's High Tech Coalition - Educational Tour in Dallas, May 7 - 9, 2023

We are delighted you are joining us for the Women's High Tech Coalition Educational Tour in Dallas! The following information details your flight information, hotel information, attendees, and the schedule for our visit.

Please feel free to reach out to me with any questions!

Molly Allen: (202) 746-5898, cell

Transportation

Please plan to arrange for your own Uber or taxi to and from DCA. WHTC will arrange for Ubers to and from Dallas Love Field. We will have a chartered bus to drive us to our visits on Monday.

Please keep all Uber or taxi receipts as well as receipts for any meals purchased at the airport so WHTC can reimburse you.

Weather & Attire:

The current forecast shows a low of 62 and a high of 76 so please layer accordingly, and plan for a chance of rain. We recommend business casual with an emphasis on comfort since it will be a busy day. Comfortable shoes are recommended, as we will be doing some walking throughout the day.

Attendees:

WHTC Board Members:

Molly Allen, Women's High Tech Coalition
Jamie Boone, Toyota North America
Sara Decker, Walmart
Emily Festa, Toyota North America

Missy Foxman, Entertainment Software Association
Belinda Garza, Instacart
Linda Moore, TechNet
Kristina Wilcox, Capitol Hill Consulting Group
Kasia Witkowski, Amazon

Congressional Staff:

Liz Beltran, Office of Rep. Marilyn Strickland
Giulia DiGuglielmo, Office of Rep. Darrell Issa
Catherine Francois, Office of Rep. Michael Cloud
Cecily Hahn, Office of Rep. Suzan DelBene
Natalie Hellmann, Office of Rep. Buddy Carter
Leah Li, Office of Rep. Derek Kilmer
Macey Matthews, Office of Rep. Brittany Petersen

Sunday, May 7:

Arrival Flight information: Southwest Flight #3896 – 4:45pm DCA – 7:00pm DAL

Flight Confirmation	Name
3CHddb	Natalie Hellmann
3CJYU2	Leah Li
3CQPC5	Elizabeth Beltran
3CMMDS	Macey Matthews
3CQ2Z2	Cecily Hahn
3COLEP	Catherine Francois
4WNDM4	Giulia DiGuglielmo

Hotel:

Aloft Dallas Downtown
Address: 1033 Young Street, Dallas, Texas, USA, 75202

Hotel Confirmation	Name
83816191	Natalie Hellmann
83832467	Leah Li
83840351	Elizabeth Beltran
83847094	Macey Matthews
83855368	Cecily Hahn
83861516	Catherine Francois
74090441	Giulia DiGuglielmo

Monday, May 8

7:25am: Please plan to gather in the hotel lobby. We will leave the hotel promptly at 7:35am to arrive at AT&T on time.

7:35 – 7:45am: Walk to AT&T – approx. 6 mins.

8:00 - 9:00 am: Breakfast Roundtable Discussion with Shelley Goodman & Charlene Lake, AT&T

**Please plan to arrive at AT&T no later than 7:45am to get checked-in with building security so that the meeting can start promptly at 8:00am.*

Location: Whitacre Tower, 208 S Akard St, Dallas, TX 75201

The delegation will join Charlene Lake, Chief Sustainability Officer and Shelley Goodman, Senior Vice President for Regional Business Sales at AT&T for a breakfast roundtable discussion.

Shelley Goodman Bio:

Shelley Goodman is the Senior Vice President of AT&T Regional Business Sales – East. She and her team of business experts serve small and mid-market customers across 27 states. They are responsible for accelerating the acquisition of new customers, while expanding existing customer relationships with our fiber and mobility connectivity solutions.

In her previous role as Sales and Distribution East Region President, she and her Vice President and General Manager (VPGM) market leaders were responsible for growing subscribers, revenue, and market share in the 27 states in the East. This included managing the nearly 8,200 company owned, national, and authorized retail locations designed to serve customers first. With a team of ~10,000 employees, Shelley tasked her team with driving growth in key products such as wireless and fiber, while developing a vibrant culture, rewarding innovation, and maintaining a relentless commitment to an excellent customer experience.

Shelley joined Southwestern Bell Telephone Company in 1989 as part of the Leadership Development Program and has extensive experience in sales, operations, and customer care for the Consumer and Business portfolios. Key leadership roles include Vice President and General Manager for AT&T Mobility & Entertainment Group in Illinois, Wisconsin, Michigan, and Northwest Indiana, as well as Vice President of Sales Operations in the 11-state North Central Region for AT&T Mobility and Consumer Markets. Her passion for customer service stems back to her time as Executive Director for AT&T's 6 consumer call centers in the Midwest, where she was responsible for sales and service for the entire portfolio of AT&T products.

Shelley has a Bachelor of Business Administration in Marketing and Sales from Baylor University, where she graduated Magna Cum Laude. She currently serves on Baylor's Hankamer School of Business Advisory Board. Shelley previously served on the Boards of Junior Achievement, the Illinois Retail Merchants Association and ToolBank USA.

Charlene Lake Bio:

Charlene Lake is responsible for leading AT&T's social innovation, environmental, philanthropic and civic engagement endeavors, driving stakeholder impact measures on behalf of the corporation, and coordinating signature initiatives that connect social needs with business objectives.

Charlene began her professional life as a journalist, working on daily newspapers in Kansas. She started her career at Southwestern Bell Telephone in Topeka, and served in management roles in Financial Communications, Media Relations and Employee Communications in Kansas, Missouri and Texas. She went on to lead SBC's Corporate Advertising and Sports Marketing departments, managing them through multiple mergers, and thereafter created a Public Affairs discipline for the company. In 2007, she designed and launched AT&T's centralized Corporate Responsibility function which she still leads today.

Charlene serves as chair of the National Points of Life Institute Corporate Service Council, and chair of the United Way of Metropolitan Dallas board of directors. She also serves on the board of directors at the Baylor, Scott and White Health Care System, and is past chair of the National Urban League and the Public Affairs Council.

Drive time: 10 mins**9:15 - 10:00am: Tour of Sam's Club Now**

Location: 2218 Greenville Ave, Dallas, TX 75206

The delegation will tour the Sam's Club Now, an experimentation club for new technology like the Scan and Go feature, a technology that facilitates faster checkouts, and robotic inventory.

The group will get an overview of Sam's Club membership model and strategy, an overview of Now Club, and experience current technology utilized in stores. Sharon Su Plasser will also share her personal experience as a woman in product and technology working at Sam's Club.

The tour and conversation will be led by the following:

- Sharon Su Plasser, Vice President, Product Management, Sam's Club
- Sara Decker, Sr. Director, Federal Government Affairs, Walmart
- Krystle Robinson, Club Manager, Now Club 4925
- Cathy Hunsucker, Fresh Manager, Now Club 4925
- Anderson Flores, Member Specialty Manager, Now Club 4925

Drive Time: Approx. 25 - 30 mins**10:30 - 11:30am: Visit to Texas Instruments**

Location: 12500 TI Boulevard, Dallas, TX 75243

The group will visit Texas Instruments' (TI) headquarters in Dallas. TI staff will provide an overview of Texas Instruments' operations to design, manufacture, test, and sell analog and embedded semiconductors to over 100,000 customers in markets such as industrial, automotive, and personal electronics.

The visit and discussion will be led by Cecilia Smith, Vice President and Manager of Analog Foundry Services and Hannah Izon, Director of Government Affairs for Texas Instruments.

Cecilia Smith Bio:

Cecelia Smith is vice president and manager of Analog Foundry Services at Texas Instruments (TI), a role she assumed in 2022. She recently managed one of the longest standing and largest automotive product portfolios in TI. She remains a key automotive advocate and initiative driver across the company. In her role, Smith is responsible for business operations, strategy and leadership of a global team to enable innovative semiconductor products through TI's Foundry Services. Smith's early career in the electronics industry included quality, manufacturing and applications engineer roles. In 1996 she joined TI, where she has made an impact in diverse positions with growing responsibility, from systems engineering and product marketing to product line and business management. In addition to extensive automotive experience, Smith's diverse background includes more than seven years in the personal electronics industry, including video and audio systems, and more than 10 years in the computer and enterprise industry. Smith earned a Bachelor of Science degree in electrical engineering from California State University, Fullerton, in 1992. A native of Los Angeles, California, Smith currently lives in Texas. In addition to TI work and her family, Smith is passionate about a healthy active lifestyle, advocating for the American Heart Association and about encouraging young women to pursue Science, Technology, Engineering and Math (STEM) careers.

Hannah Izon Bio:

Hannah joined Texas Instruments, one of the world's largest designers and manufacturers of advanced semiconductor products, in 2019. At TI, Hannah is responsible for federal government relations strategy development and implementation related to workforce development, STEM education, high-skilled immigration, R&D, automotive, and key technology issues. Prior to joining TI, Hannah advocated on behalf of major automakers and auto suppliers at a Washington, D.C.-based automotive trade association, leading efforts on vehicle automation and connectivity. She began her career as a legislative staff in the House of Representatives working on foreign policy and transportation issues. Hannah studied International Studies at Boston College and has an MA from Georgetown's Edmund A. Walsh School of Foreign Service. She resides in College Park, MD with her husband and their four children.

Drive time: Approx. 20 mins

12:00 - 2:00 pm: Toyota Connected Demo & Lunch Panel Discussion

Address: 5905 Legacy Dr Ste. 210, Plano, TX 75024

Toyota Connected North America leads the development of Toyota's cloud-based digital Connected Mobility Intelligence Platform. Toyota Connected is a company primarily made up of software engineers, data scientists, and designers who have a passion for driving innovation in mobility, safety, and convenience services.

Toyota Connected is leading the transformation of Toyota's transition from an automotive to a mobility company. They use technology and ethical artificial intelligence to transform how

people interact with their vehicles and to provide predictive and contextual services that anticipate driver's needs.

The tour and discussion will be led by the following:

Jennifer Brown, Chief People Officer

Jennifer Brown joined Toyota Connected North America in 2016 as part of the launch team and currently serves as chief people officer. In this role, she is responsible for leading and executing the strategy for all aspects of human resources, including hiring, culture, development, and DE&I, which are crucial for attracting and retaining the talent needed to enable TCNA's business objectives. Brown is a firm believer that HR exists to serve and enable the business to achieve its goals – not the other way around – through creative problem solving, flexibility, and a people-first focus. Brown has spent much of her career in human resources within the automotive industry, including Toyota, Honda, and Tier I suppliers. She has previously spent five years with Citigroup prior to joining TCNA. Brown earned her bachelor's degree in Human Resource Management from Wright State University in Dayton, Ohio, and has earned certifications as a Senior Professional in Human Resources and in mediation.

Shravanthis Denthumdas, VP of Engineering, Mobility Data & Emerging Technologies

Shravanthi Denthumdas serves as vice president of Engineering, Mobility Data, and Emerging Technologies at Toyota Connected where she leads several engineering teams. At Toyota Connected, she is responsible for unlocking the full lifecycle value of connected car data. Her teams have pioneered innovations that utilize sensor data to enhance vehicle/fleet health monitoring and improve EV/PHEV/HEV customers' ownership experiences, brand engagement, and other aspects. Additionally, she is responsible for leading Emerging Technologies teams, and developing AR/VR and Metaverse applications to augment vehicle purchase and ownership. Denthumdas has been with Toyota Connected since 2018 and had previously worked in software and IT consulting and corporate strategy. She earned her master's degree in Computer Science from the University of Houston.

Sajee Lertsuthirasmevong, Senior Manager, Strategy & Operations

Sajee Lertsuthirasmevong serves as senior manager, Strategy & Operations, at Toyota Connected North America where she leads several business teams. In her position, she is responsible for overall TCNA business operations, including corporate planning & strategy, product pricing & monetization strategy, strategic workforce planning, sales & revenue management, and R&D innovation. Lertsuthirasmevong has been with TCNA for more than three years and has prior experience in financial consulting, internal audit, retail strategy & operations, and mergers & acquisitions across various industries. She earned Master of Business Administration degree in Finance and Data Analytics from the University of Illinois Urbana-Champaign; Bachelor of Business Administration (B.B.A.) degrees in Finance and Accounting from Chulalongkorn University in Bangkok, Thailand; and B.B.A. in International Business from Université de Rouen in Normandie, France.

Kaori Nappa, Office Manager

Kaori Nappa is the office manager of Toyota Connected North America where she has served with the company since its founding in 2016. Her role includes managing office operations,

overseeing administration tasks, fostering positive company culture, and hosting events. Additionally, Nappa was critical in helping design the TCNA headquarters workspace, and she is responsible for creating a productive work environment that enables the TCNA team to perform at their best. Prior to TCNA, Nappa worked in the fashion industry in Japan and Italy. She transitioned to human resources and worked as an Expat Coordinator for Texas Instruments in Italy and would go on to serve as an administrator for a Japanese law firm with an operation in Dallas. Fluent in Japanese, Italian, and English, Nappa studied textile design at Nara Saho Women's College in Nara, Japan. Nappa lives in the Dallas Metroplex with her husband and two children.

Drive time: 30 mins

2:30 - 4:00 pm: Tour of Samsung Mobile Devices Distribution Center

Location: 240 Dividend Drive, Coppell, TX 75019

This facility is Samsung's primary North American distribution hub for mobile devices and home appliances. 80-90% of Samsung's products ship from this facility. The delegation will learn about supply chain and logistics management.

The tour will be led by Scott Higgins, Director of Logistics for Samsung. Scott has been with Samsung for 16 years, and previously served as Senior Manager for Transportation before moving into his current role.

Drive time: 30 mins

4:30 – 6:00pm: Conversation with Casey Coleman, Senior VP Global Public Sector Digital Transformation, Salesforce

Location: 2300 N Field St, Dallas, TX 75201

The delegation will join Casey Coleman, Senior Vice President, Global Public Sector Digital Transformation at Salesforce. Casey is responsible for enterprise positioning and solution strategies for government customers worldwide. Casey will give an overview of Salesforce, their priority issues and how they partner with the public sector.

Prior to joining Salesforce, Casey served as CIO at the U.S. General Services Administration leading several modernization initiatives, including the first agency-wide move to cloud-based email and collaborative platforms. She chaired the federal CIO Council's Cloud First committee that developed the FedRAMP standard for cloud cybersecurity. Casey began her career as an engineer with Lockheed Martin. She has held sales, consulting and management roles at several technology start ups.

Travel Time: Walk to La Madeleine, approx. 9 mins.

6:15 - 8:00 pm: Roundtable dinner with Keynote speaker, Kayla Belmore, Senior Producer, Gearbox Software

Location: La Madeleine, 2100 Olive Street, Suite 150, Dallas, TX 75201

Kayla Belmore will join the delegation for a working dinner. Kayla is a Senior Producer at Gearbox Software on Tiny Tina's Wonderlands. Her first foray into the gaming industry was working as a Personal Assistant at Irrational Games, an opportunity she capitalized on to learn the ropes behind game production and pipeline management. From there she made the transition to Tech Associate Producer at FireForge where she optimized multiple facets of the business – everything from release management procedures to internal communication pathways between teams in multiple cities. In 2016, Kayla joined Gearbox Software as an Associate Producer. Shipped titles include; BioShock Infinite and Burial at Sea expansion, Battleborn content post launch content, Borderlands 3, and Tiny Tina's Wonderlands as Gearbox Software's first female Senior Project producer.

Once the dinner concludes, Molly will arrange for Ubers back to the hotel for staff.

Remain overnight - Aloft Dallas Downtown, 1033 Young Street, Dallas, Texas, USA, 75202

Tuesday, May 9

5:30am: Ubers depart Aloft Dallas for Dallas Love Field

Departure flight information: Southwest Flight #806 7:10am DAL – 11:00am DCA