EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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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.

CO.	impleted. Please ao not the this form with the Committee on Ethics.
	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.
1.	Name of Traveler: Lauren Fine
2.	a. Name of Accompanying Relative:OR None
	b. Relationship to Traveler: Spouse Child Other (specify):
3.	a. Dates: Departure: 5-3-13 Return: 5-5-23
	b. Dates at Personal Expense, if any: OR None
4.	Departure City: Washington Destination: Hot Springs, VA Return City: Washington, DC
5.	Sponsor(s), Who Paid for the Trip: Convessional Institute
	Describe Meetings and Events Attended: THE SESSIONS CONTAINED USED and valuable information for my job,
7.	including legislative outlook communications updates, and how lest to manage a congressional office and be effectle in the legislative process. 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);
	page 2 of the completed <i>Traveler Form</i> 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:
	ertify that the information contained on this form is true, complete, and correct to the best of my knowledge.
Się	gnature of Traveler: Date: Date: Date:
Di	uthorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Sponsor Post-Travel sclosure Form</i> were necessary and that the travel was in connection with the employee's official duties and would not eate the appearance that the employee is using public office for private gain.
Na	ame of Supervising Member: Steve Scalise Date: 5/5/23

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Signature of Supervising Member: _ Version date 3/2021 by Committee on Ethics

Original Amendment SPONSOR POST-TRAVEL DISCLOSURE FORM This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses. NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. 1. Sponsor(s) who paid for the trip: Congressional Institute Travel Destination(s): Hot Springs, VA Date of Return: May 5, 2022 3. Date of Departure: May 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 Other Expenses Total **Transportation** Total Lodging Total Meal (dollar amount per item Expenses Expenses Expenses and description) \$0 \$320 \$148 \$624 - Room Rental Traveler 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 the form is true, complete, and correct to the best of my knowledge. Date: May 12, 2023 Title: President Name: Mark Strand Organization: Congressional Institute

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

_____ Telephone: 703-837-8812

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

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

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

Email: strand@conginst.org

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.

	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. lure 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	•
4.	Provide names and titles of ALL House Members <i>and</i> 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. 6.	Yes No Is travel being offered to an accompanying family member of the House invitee(s)? Date of departure: May 3, 2023 Date of return: May 5, 2023
7.	a. City of departure: Washington, DC
	b. Destination(s): Hot Springs, 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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.
9.	Check only one of the following: a. I checked 8(a) or (b) above; OR
	b. I checked 8(c) above but am not offering any lodging; OR
	c. I checked 8(c) above and am offering lodging and meals for one night; OR
	d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:

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10.	Attached is a detailed agenda of the activities House invitees will be participating hourly description of planned activities for trip invitees). <i>Indicate agenda is attached</i>	
11.	Check only one of the following:	
	a. I represent that a registered federal lobbyist or foreign agent will not accompan	y 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 <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in trip <i>and</i> its role in organizing and/or conducting the trip:	n the subject matter of the
	See addendum	
13	Answer parts a and b. Answer part c if necessary:	
10.	a. Mode of travel: Air Rail Bus Car Other (specify:)
	b. Class of travel: Coach Business First Charter Other (sp	ecify:
	c. If travel will be first class, or by chartered or private aircraft, explain why such trav	·
14.	✓ I represent that the expenditures related to local area travel during the trip will be	e unrelated to personal or
	recreational activities of the invitee(s). Signify that the statement is true by checking	-
15.	Check only one. I represent that either:	
	a. The trip involves an event that is arranged or organized without regard to cong	
	meals provided to congressional participants are similar to those provided to or pu	archased by other
	event attendees; OR	nal participation
	b. The trip involves events that are arranged specifically <i>with regard</i> to congressio If "b" is checked:	mai participation.
	1) Detail the cost <i>per day</i> of meals (approximate cost may be provided):	
	Day 1- \$49, Day 2 - \$85, Day 3 - \$17	
	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:	
10.	Hotel Name: Omni Homestead City: Hot Springs, VA	Cost Per Night: \$98+fees&tax
	Reason(s) for Selecting:proximity to DC, availability, security & facility size	Coot for ragin.
	Hotel Name: City:	Cost Per Night:
	Reason(s) for Selecting:	
	Hotel Name: City:	
	Reason(s) for Selecting:	

payment. Signify that the statement is true by checking the box.

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	\$120	\$320	\$151
For each Accompanying Family Member	\$120	n/a	\$151

	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	\$638	Room Rental
For each Accompanying Family Member	\$638	Room Rental

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

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- 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: Mark Strand Name: Mark Strand	Date:	March 31, 2023
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

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 Majority and Senate Minority personal offices, the Staff Director in House Majority 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 \$492 as disclosed on the sponsor form.

DRAFT



Wednesday, May 3

10:30 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

3:00 PM - 3:15 PM

Welcome

3:15 PM - 4:15 PM

Millions of Constituents, Hundreds of Districts, One Conference: A Look at

Public Opinion Across the GOP

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

Developing A Communications Strategy That Works for Your Member

Ed Patru, Direct Communications Company

Matt Lira, Hangar Capital

6:00 PM - 9:00 PM

Reception

Dinner

Kim Strassel, The Wall Street Journal

Thursday, May 4

8:00 AM - 9:00 AM

Breakfast

9:00 AM - 10:00 AM

Leadership Chiefs of Staff

Moderator: Mark Strand, Congressional Institute

Dan Meyer, Office of the Speaker

Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference

10:00 AM - 12:00 PM Managing Your Staff Effectively

Mark Horstman, Manager Tools, LLC

12:00 PM - 1:15 PM

Lunch

Matt Pottinger, Hoover Institution

DRAFT

1:30 PM - 2:30 PM

Ethics: Official, Campaigns, and Redistricting

Moderator: Kelle Strickland Elliot Berke, Berke Farah LLC

Erin Clark, NRCC

Breakout Sessions:

2:30 PM - 3:30 PM

How To Get Things Done In Your Office

Moderator: Mark Strand

Brooke Bennett, Office of Rep. French Hill

How to Get Things Done In Committee

The Honorable Ileana Ros-Lehtinen, Former Committee Chair

The Honorable Greg Walden, Former Committee Chair

How to Get Things Done In Appropriations

Anne-Marie Chotvacs, House Appropriations Committee

Matt Leffingwell, Tiber Creek Group

How to Get Things Done on The Floor

Judy Schneider, Former CRS Expert

3:30 PM - 4:30 PM

Breakout Sessions Repeat

6:00 PM - 9:00 PM

Reception

Dinner

Guy Benson, Fox News

Friday, May 5

8:00 AM - 9:00 AM

Breakfast

9:00 AM - 10:00 AM

Planning Your Office's Agenda

Moderator: Mark Strand

10:00 AM - 11:00 AM

Maximizing the MRA Under the New Communications Rules

Moderator: George Hadijski, Congressional Management Foundation Tim Monahan, Office of the Speaker/Committee on House Administration

Nick Crocker, Committee on House Administration

11:00 AM -- 11:15 AM

Open Mic Discussion

Moderator: Mark Strand, Congressional Institute

11:30 AM

Conference Concludes

From: Congressional Institute rsvp@conginst.org

Subject: Test - Register Now for the GOP Chiefs of Staff Conference

Date: March 15, 2023 at 11:15 AM
To: amym@conginst.org





CHIEFS OF STAFF CONFERENCE

May 3-5, 2023

PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON WEDNESDAY, APRIL 3, 2023!!!

Dear */fname/*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2023 Chiefs of Staff Issues Conference, which will be from Wednesday, May 3, 2023, through Friday, May 5, 2023, at The Omni Homestead in Hot Springs, Virginia. 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 Republican personal chiefs of staff, committee staff directors, and leadership staff so you can get to know colleagues you might not usually 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 Wednesday, April 3, 2023

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 <u>Primary Trip Sponsor Form</u> and submit the whole package with your completed Traveler Form by Wednesday, April 3, 2023, 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.

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 >

If you cannot use the button above, please copy and paste the following URL into your browser:

Step 2: Register on the Congressional Institute's website

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

REGISTER NOW >

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

If you are unable to attend please click 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 Hot Springs!

Mark Strand, President

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



If you are not the correct contact for this office, please <u>reply to this email</u> with the updated contact information instead of <u>unsubscribing</u>.

COS2023 - Invited House Staff

Kate	Aaron	Alex	Robert	Gabriella	Alex	A	Jeff	Jeff	Chris	Brooke	Josh	Megan	Mark	Qiiii	Jason	Maggie	Cyrus	Rebecca	Gary	Taylor	Dale	Alysa	Anna	Amy	Rob	First Name
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of Rep. S	of Rep. F	of Rep. N	of Majorii	of Rep. C	Office of Rep. Steube	Republic	Office of Rep. Molinaro	of Rep. J	of Speak	of Rep. H	Office of Rep. Estes	of Rep. S	of Speak	of Rep. F	Office of Rep. Tiffany	of Rep. G	Committ	of Rep. L	Committ	of Rep. C	Office of Rep. Lamborn	of Rep. C	of Rep. J	of Rep. E	of Rep. L	i tion
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Jessica	Bob	Machalagh	Spencer	Ryan	Chad	Christina	Ashley	Aaron	Larry	John	Jeff	Courtney	Stuart	Samantha	Ed	Nick	Keelie	Greg	Francis	Chris	Francis	Matt	Sean	Jen	Joshua	Parish	Lorissa	Hailey
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Office of Speaker McCarthy	House Committee on Rules	Office of Rep. Carey	Office of Rep. Crenshaw	Office of Rep. Smith (NE)	Office of Rep. Spartz	Office of Rep. Miller (IL)	Office of Majority Whip Emmer	Office of Rep. McCaul	Office of Rep. Burgess	Office of Rep. Wilson	Office of Rep. Higgins	Office of Rep. Steel	Office of Rep. Joyce	Office of Rep. Amodel	Office of Rep. Timm	Office of Majority Leader Scalise	House Republican C	Office of Rep. Carrier (GA)	Office of Rep. Hager	Office of Rep. Meuser	Office of Rep. Hudson	Office of Majority Lea	U.S. House of Repre	House Committee on Veterans Affairs	Office of Rep. Johns	Office of Rep. Graves (MO)	House Committee on Appropriations	
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Bob	Matt	Nate	Lauren	Chris		Van	Preston	Jake	Adam	Patrick	Grant	Hayden	Nick	Rachel	Brandon	Dan	Dave	Sabrina	Jihun	James	Kimberly	Matt	Elliott	Jackson	Josh	Payne	Michael
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Office of Rep. Kiley	House Committee on Financial Services	Commerce	Office of Rep. Allen	House Committee on Judiciary	Office of Rep. Bilirakis	Office of Rep. Rose	Office of Speaker McCarthy	Office of Majority Leader Scalise	Office of Rep. Davidson	House Republican Conference	Office of Rep. Ogles	Office of Rep. Johnson (LA)	Office of Rep. McClain	Office of Rep. Lesko	Office of Rep. Mann	Office of Rep. Mace	Select Committee on China	Office of Rep. Roy	Office of Rep. Chavez DeRemer	Office of Rep. Bishop	Office of Speaker McCarthy	Office of Rep. Massie	Office of Rep. Hudson	Office of Rep. James	Office of Rep. Cole	Office of Rep. Strong	Office of Rep. Burchett

BJ Koöhmaraie	Steve Koncar	Desiree	Joe Knowles	Allen	Kyle Klein	Kyle	Carolyn King	Micah	Jazmine Kemp	Mark	Melissa Kelly	Charlie	David Keller	Rebecca	Natalie Joyce	Sarah	Jones	Alice	Ben Johnson		Stephen Janushkowsky	Kyle	Emily Hytha	Matt		Adam	Michael Hough	Brett Common Com
Counsel	Chief of Staff	Chief of Staff	Caucus Executive Director	Chief of Staff		Chief of Staff	Chief of Staff	Chief of Staff	Caucus Executive Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Deputy Chief of Staff	Staff Director, ELC Chairman	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff
Office of Wajority Leader Scalise	Office of Rep. Luna	Office of Rep. Stauber	Problem Solvers	Office of Rep. Duncan	House Committee on Homeland Security	Office of Rep Houchin	Office of Rep. Wittman	Office of Rep. Waltz	Main Street Caucus	Office of Rep. Good	Office of Rep. Franklin	Office of Rep. Wagner	Office of Rep. Banks	Office of Rep. Calvert	Office of Speaker McCarthy	Office of Rep. Graves		Office of Rep. Scott	House Committee on Small Business	Office of Rep. Rogers (KY)	14 15 14 14	Office of Rep. Bucshon	Office of Rep. Fischbach	Office of Rep. Harris		House Committee on Intelligence	Office of Rep. Mooney	Office of Majority Leader Scalise

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Alex	Mary		Anna	Mark	Shelbie	Jason	Jamie	Jim	Kyle	Mary Ellen	Andrew	∏ m	Bart	Kevin	Nikki	Chad	Jessica	Sam	Cesar	Jessica	Jared	Dana	David	Phillip	Mark	Brandon	Mehgan	Nancy	
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Chief of Staff	Chief of Staff		Caucus Executive Director		Director of Operations		Chief of Staff	Deputy Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff		Director of Member Services		Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Deputy Director of Special Events	Floor Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	
Office of Rep. Duarte	Office of Rep. Barr	The second of th	Republican Governance/ Office of Rep.	House Committee on Ways and Means	Office of Majority Whip Emmer	Office of Majority Whip Emmer	Office of Rep. Bean	Office of Rep. Stefanlk	Office of Rep. Pence	Office of Rep. LaHood	Office of Rep. Valadao	House Freedom Caucus	vices Office of Majority Leader Scalise	Office of Rep. Lee	Office of Rep. Lat.ora	Office of Rep. Luetkemeyer	Office of Rep. Langworthy	Office of Rep. Hinson	Office of Rep. Gonzales (TX)	Office of Rep. Wornack	Chief of Staff Office of Rep. McMorris Rodgers	Office of Speaker McCarthy	Office of Majority Whip Emmer	Office of Rep. Baird	Office of Rep: Norman	Office of Rep. Collins	Office of Rep. Donalds	Office of Rep. Westerman	

Jack	Ruddy	Staff Director	House Committee on Transportation and Infrastructure
Steve	Runlen	Chief of Staff	Office of Rep. Granger
Zac	Rutherford	Chief of Staff	Office of Rep. Harshbarger
Eric	Schmitz	Coalitions Coordinator	r Office of Majority Leader Scalise
Robert	Schroeder	Chief of Staff	Office of Rep. Nehls
Ellen	Seher	Director of Operations	Office of Majority Leader Scalise
Brendan	Shields	Staff Director	House Committee on Foreign Affair
Bobby	Shringi	Chief of Staff	Office of Rep. Moylan
Jonah	Shumate	Chief of Staff	Office of Rep. Crawford
Stephen	Siao	Chief of Staff	Office of Rep. Green
Philip	Singleton	Chief of Staff	Office of Rep. McCormick
Kris	Skrzycki	Chief of Staff	Office of Rep. Murphy
Alison	Slagell	Deputy Chief of Staff	Office of Rep. Lucas
Jeff Andrews Communication of the Communication of	Small		Office of Rep. Boebert
Gregory	Smith	Chief of Staff	Office of Rep. Crane
William	Smith	Chief of Staff	Office of Rep. Palmer
Caleb	Smith	Digital Communications Director	Office of Speaker McCarthy
Jason	Smith	House Parliamentarian (Guest Speaker)	n (Guest Speaker) Office of the Parliamentarian
Mike	Smullen	Chief of Staff	Office of Rep. Johnson (OH)
Shannan	Sorrell	Chief of Staff	Office of Rep. Fallon
David	Sours		Office of Rep. Ferguson
Allen	Souza	Senior Policy Advisor	Office of Speaker McCarthy
Mark	Spannagel		Office of Rep. LaMalfa
Matt	Sparks	municati	ons Office of Speaker McCarthy
Brittan	Specht	Senior Policy Advisor	Office of Speaker McCarthy
Danielle	Stewart	Chief of Staff	Office of Rep. Kean
Nick	Strader		Office of Rep. Bentz
Kelle	Ottokland	Staff Director	House Committee on Ethics

AJ Timothy	Sugarman Svoboda	Policy Advisor Office of Majority Leader Scalise Deputy Chief of Staff Office of Rep. Grothman
Heather	Swift	
Deena	Tauster	Chief of Staff Office of Rep. Carbarino
Shana	Teehan	Chief of Staff
Daniel	Tidwell	Incoming Chief of Staff Office of Rep. Fleischmann
Sophie	Trainor Khanahmadi	
Catherine	Treadwell	Chief of Staff/General Counsel Office of Rep. Mills
Claire	Trokey	
Chris	Tudor	DC Chief of Staff Office of Rep. McClintock
Will	Turner	Chief of Staff
Tom	Van Flein	Chief of Staff Office of Rep. Gosar
Dirk	Vander Beek	Chief of Staff
Aashka	Varma	Senior Advisor Office of Rep. Rosendale
Richard	Vaughn	Chief of Staff
Ted	Verill	Chief of staff Office of Rep. Letlow
Chris	Vieson	:
Jake	Vreeburg	Policy Director House Republican Conference
Rachel	Wagley	:
Brett	Wakeman	Chief of Staff Office of Rep. Van Orden
Nikki	Wallace	Chief of Staff
Clay	White	Chief of Staff
Todd	Whiteman	
Jeanette	Whitener	Chief of Staff
Ello	Whitson	
Ben	Williamson	Chief of Staff
Veronica	Wong	Chief of Staff
Jordan	Wood	Chief of Staff
Postoino	Yahn	Chief of Staff Office of Rep. Radewagen



Wednesday, May 3

10:30 AM - 2:30 PM	Bus Departs from Hill S. Capitol St (Between Box lunches will be available on the bus.	Rayburn & Longworth)
2:00 PM - 7:00 PM	Nametag Pickup	Garden Room
3:00 PM - 3:15 PM	Welcome	Grand Ballroom East
3:15 PM - 4:15 PM	Millions of Constituents, Hundreds of Districts, One Confe Public Opinion Across the House GOP David Winston, The Winston Group Myra Miller, The Winston Group BJ Martino, The Tarrance Group Lauren Hutchinson, The Tarrance Group	erence: A Look at Grand Ballroom East
4:15 PM - 5:15 PM	The Art of Presenting Persuasively Terri Sjodin, Sjodin Communications	Grand Ballroom East
6:00 PM – 9:00 PM	Reception Dinner Guy Benson, Fox News	Grand Ballroom Foyer Grand Ballroom West
9:00 PM	Fireside Chat: The Art of Presenting Persuasively	Tower
	Thursday, May 4	
8:00 AM - 9:00 AM	Breakfast	Grand Ballroom West
9:00 AM - 10:00 AM	The Five Dysfunctions of a Team Beau Johnson, The Table Group	Grand Ballroom East
10:00 AM - 11:00 AM	Countering the Threat of the Chinese Communist Party Dustin Walker, American Enterprise Institute David Feith, Center for New American Security	Grand Ballroom East

Rebeccah Heinrichs, Hudson Institute

11:00 AM - 12:00 PM Using the Power of the Purse: House Appropriations

Grand Ballroom East

Anne-Marie Chotvacs, House Appropriations Committee

Will Dunham, Brownstein Hyatt Farber Schreck

Kelly Lungren McCollum, Office of Rep. Morgan Griffith

12:00 PM - 1:15 PM

Lunch

Grand Ballroom West

Steven Moore, Ukraine Freedom Project

A fireside chat moderated by Mark Strand, Congressional Institute

1:30 PM - 2:30 PM

How to Get Things Done In Committee

Grand Ballroom East

The Honorable Roy Blunt, Former Senate Committee Chair

The Honorable Ileana Ros-Lehtinen, Former House Committee Chair

Breakout Sessions:

2:30 PM - 3:30 PM

How To Get Things Done In Your Office

Lexington

Moderator: Anca Butcaru, Congressional Institute

Brooke Bennett, Office of Rep. French Hill Kyle Kizzier, Office of Rep. Erin Houchin

How to Plan Your Office's Strategy

Empire/Crystal

Moderator: Mark Strand, Congressional Institute Rachel Wagley, Office of Rep. Blake Moore Carolyn King, Office of Rep. Rob Wittman

Congressional Ethics: A Primer

Mt. Vernon

Moderator: Jennifer Dill, Congressional Institute Kelle Strickland, House Ethics Committee

Elliot Berke, Berke Farah, LLP

How to Get Things Done on The Floor

Commonwealth

Moderator: Tim Lang, Congressional Institute Jason Smith, Parliamentarian of the House John Leganski, Office of the Speaker Ben Napier, Office of the Majority Leader

3:30 PM - 4:30 PM

Breakout Sessions Repeat

6:00 PM - 9:00 PM

Reception

Grand Ballroom Foyer

Dinner

Grand Ballroom West

Welcome: The Honorable Ben Cline, U.S. Representative for Virginia's 6th

Congressional District

Lee Carter, Maslansky + Partners

Friday, May 5

8:00 AM - 9:00 AM

Breakfast

Grand Ballroom West

9:00 AM - 10:00 AM

Leadership Chiefs of Staff Townhall

Grand Ballroom East

Moderator: Mark Strand, Congressional Institute

Machalagh Carr, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference

10:00 AM - 11:00 AM

Maximizing the MRA Under the New Communications Rules Grand Ballroom East

Tim Monahan, Office of the Speaker/Committee on House Administration

Casey Contres, Communications Strategist & Former House Chief

11:00 AM - 11:15 AM

Open Mic Discussion

Grand Ballroom East

Moderator: Mark Strand, Congressional Institute

11:30 AM

Conference Concludes

Report name: Report date: Event name: House Staff Attendance List for Ethics 05/12/2023
2023 Chiefs of Staff Conference

First Name	Last Name	Institution
[
Alyssa	Anderson	Office of Rep. Ciscomani
Dale	Anderson	Office of Rep. Lamborn
Taylor	Andreae	Office of Rep. Gallagher
Rebecca	Angelson	Office of Rep. Latta
Maggie	Ayrea	Office of Rep. Graves (LA)
Mark	Bednar	Office of Speaker McCarthy
Megan	Bel Miller	Office of Rep. Scalise
Joshua	Bell	Office of Rep. Estes
A. Brooke	Bennett	Office of Rep. Hill
Chris	Bjen	Office of Speaker McCarthy
Jeff	Bishop	Office of Rep. Molinaro
Ali	Black	House Republican Conference
Gabriella	Boffelli	Office of Rep. González-Colón
Robert	Boland	Office of Majority Whip Emmer
Hailey	Borden	Office of Majority Whip Emmer
Lorissa	Bounds	Office of Rep. Obernolte
Parish	Braden	House Committee on Agriculture
Jen	Bradley	Office of Rep. Rutherford
Chris	Brinson	Office of Rep. Rogers (AL)
Francis	Brooke	Office of Majority Leader Scalise
Greg	Brooks	Office of Rep. Wenstrup
Nicholas	Brown	Office of Rep. Clyde
Stuart	Burns	Office of Rep. Posey
Courtney	Butcher	House Republican Conference

Brett	Robert	Lauren	Van	Jake	Patrick	Grant	Nick	Dan	Sabrina	Jihun	Kimberly	Elliott	Josh	Payne	Michael	Andrea	Cesar	Robert	Steven	Sally	Cameror	lan	Lauren	Michele	Wesley	Laura	Jaryn	Tyler
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Office of Rep. Moolenaar	Majoney	
Office of Rep. Griffith	Lungren McCollum	
Office of Rep. Aderholt		Michael
Office of Rep. McCarthy	Lombardi	
Office of Rep. Armstrong	Leighton	
Office of Speaker McCarthy	Leganski	
Office of Rep. Luttrell		
Office of Rep. Mast	Langenderfer	
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Office of Rep. Fitzpatrick	Knowles	
	Klump	
Office of Rep. Houghin	Kizzer	
Office of Rep. Wittman	King	Carolyn
Office of Rep. Waltz	Ketchel	
Main Street Caucus	Kemp	Jazmine
Office of Rep. Franklin.		Melissa
Office of Rep. Good	Kelly	
Office of Rep. Wagner	Keller . W	: :
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Office of Rep. Bucshon	Jackson	
Office of Rep. Fischbach	Hytha	
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Prichard	Planning	Pinegar Plaming	Phillips	Perez-Acosta	Okoniewski	Navarro	Nalls Nappier	Murphy Murphy	Wonahan	Minkler	Min	Miller	Middleton	Michaels	Menzler Menzler	Melvin	McCormack
Office of Rep. Gonzales (TX) Office of Rep. Hinson	Office of Majority White Emmer Office of Rep. Womack	Office of Rep Baild Office of Speaker McCarthy	Office of Rep. Collins	Office of Rep. Donalds	House Republican Conference	Office of Rep. De La Cruz	Office of Majority Whip Emmer Office of Majority Leader Scalise	Office of Speaker McCarthy	House Committee on Administration	Office of Majority Leader Scalise Office of Majority Leader Scalise	Office of Rep. McCarthy	Office of Rep. Cline	Office of Rep. Fox	Office of Rep. Schweikert	Office of Rep. Reschenthaler Office of Rep. Miller-Meeks	Office of Rep. Kustoff	Office of Rep. Rouzer

Daniel	Shana	Deena	Heather	Timothy		Kelle	Brittan	David	Mike	Gregory	Jeff	Philip	Jonah	⊞len	Robert	Eric	Zac	Steve	Mary	Shelbie	Jason	Jamie	Kyle	Jim	Andrew	Bart	Kevin	Zikki Ki
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	Office of Rep. Moore (AL)		Office of Rep. Zinke		Office of Majority Leader Scalise	-	Office of Speaker McCarthy		Office of Rep. Johnson (OH)		Office of Rep. Boebert	-	Office of Rep Crawford		Office of Rep. Nehls		Office of Rep. Harshbarger	4 5 7 1	Office of Rep. Barr.		Office of Majority Whip Emmer		Office of Rep. Pence	1 1 1 1 1 1 1 1 1 1	Office of Rep. Valadao		Office of Rep. Lee	
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Jordan	Jeanette	Rachel	Jake	Ted	Richard	MIN	Chris	Claire	Catherine
Wood	Whitener	Wagley	Vreeburg	Verrill	Vaughn	Turner	Tudor	Trokey	Treadwell
Office of Rep. Gooden	Office of Rep. Weber	Office of Rep. Moore (UT)	House Republican Conference	Office of Rep. Letlow	Office of Rep. Desdarlais	Office of Rep. Mike Garcia	Office of Rep. McClintock	Office of Majority Leader Scalise	Office of Rep. Mills

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

April 26, 2023

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

Ms. Lauren Fine Office of the Majority Leader H-329, The Capitol Washington, DC 20515

Dear Ms. Fine:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for May 3 to 5, 2023, 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 \$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

Jusali

MG/SW:mc



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: Layren Fine
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:
Name of Signatory (if other than traveler):
For Staff (name of employing Member or Committee): Office of Majority Leader Steve Scalife
Office Address: H-321
Telephone Number: 207-225-0 97
Email Address of Contact Person: Jouren. Fige @ Mail. house.gw
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

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.

information is required.

TRAVELER FORM

1.	Name of Traveler: Lawren Fine
	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: York Springs, VA
4.	a. Date of Departure: 5-3-23 Date of Return: 5-5-23
	b. Yes □ No ₩ Will you be extending the trip at your personal expense?
	If yes, list dates at personal expense:
5.	a. Yes D 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 \(\subseteq\) No \(\subseteq\) 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 a Communication Director are in House leadership, it is
	interest to my 10h to be a part of the examine records at
	integral to my 10b to be a part of the planning sessions at this retreat as we look to the rest of the legislative calendar.
9.	Yes D No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning,
10	organizing, requesting, or arranging the trip? For staff travelers, to be completed by your employing Member:
10	
- ,	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
di tr	nereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my rect supervision, to accept expenses for the trip described in this request. I have determined that the above-described avel is in connection with my employee's official duties and that acceptance of these expenses will not create the opearance that the employee is using public office for private gain.
Si	gnature of Employing Member Scalin Date 3-22-23



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 microphocentations on this form may be subject to criminal procedules pursuant to 19 II S.C. & 1001

	lure 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 <i>and</i> 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. 6.	Yes No Is travel being offered to an accompanying family member of the House invitee(s)? Date of departure: May 3, 2023 Date of return: May 5, 2023
7.	a. City of departure: Washington, DC
	b. Destination(s): Hot Springs, VA
	c. City of return: Washington, DC
8.	
	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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.
9.	
	a. I 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:



10.	Attached is a detailed agenda of the activities House invitees will be participating a hourly description of planned activities for trip invitees). <i>Indicate agenda is attached</i>	
11.	Check only one of the following:	
	a. I represent that a registered federal lobbyist or foreign agent will not accompany on any segment of the trip. Signify that the statement is true by checking box; OR	House Members or employees
	b. Not Applicable. Trip sponsor is a U.S. institution of higher education.	
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in trip <i>and</i> its role in organizing and/or conducting the trip:	n the subject matter of the
	See addendum	
13	Answer parts a and b. Answer part c if necessary:	
15.	a. Mode of travel: Air Rail Bus Car Other (specify:	1
		ecify:)
	c. If travel will be first class, or by chartered or private aircraft, explain why such trav	
	· · · · · · · · · · · · · · · · · · ·	
1 4	I represent that the surror discuss related to local area troughdowing the trin will be	
14.	I represent that the expenditures related to local area travel during the trip will be recreational activities of the invitee(s). Signify that the statement is true by checking	
15	Check only one. I represent that either:	THE BOX.
15.	a. The trip involves an event that is arranged or organized without regard to congr	ressional participation and that
	meals provided to congressional participants are similar to those provided to or puevent attendees; OR	
	b. The trip involves events that are arranged specifically with regard to congression	nal participation.
	If "b" is checked:	
	 Detail the cost per day of meals (approximate cost may be provided): Day 1- \$49, Day 2 - \$85, Day 3 - \$17 	
	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: Omni Homestead City: Hot Springs, VA	Cost Per Night: \$98+fees&tax
	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 payment. Signify that the statement is true by checking the box.	d and not a per diem or lump sum
	payment. Signify that the statement is true by thething the box.	

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	\$120	\$320	\$151
For each Accompanying Family Member	\$120	n/a	\$151

	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	\$492	Room Rental
For each Accompanying Family Member	\$492	Room Rental

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

19.	Chi	eck	onl	v	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: Mark String	Date:	March 15, 2023
Signature: Mark Strand Name: Mark Strand	Title:	President
Organization: Congressional Institute		
Address: 1700 Diagonal Road #300, Alexandria, VA 22314		
Email: strand@conginst.org	_Telephone:	703-837-8812
Email,	- refebrione:	

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

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 Majority and Senate Minority personal offices, the Staff Director in House Majority 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 \$492 as disclosed on the sponsor form.



Wednesday, May 3

10:30 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

3:00 PM - 3:15 PM

Welcome

3:15 PM - 4:15 PM

Millions of Constituents, Hundreds of Districts, One Conference: A Look at

Public Opinion Across the GOPDavid 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

Developing A Communications Strategy That Works for Your Member

Ed Patru, Direct Communications Company

Matt Lira, Hangar Capital

6:00 PM - 9:00 PM

Reception

Dinner

Kim Strassel, The Wall Street Journal

Thursday, May 4

8:00 AM - 9:00 AM

Breakfast

9:00 AM - 10:00 AM

Leadership Chiefs of Staff

Moderator: Mark Strand, Congressional Institute

Dan Meyer, Office of the Speaker

Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference

10:00 AM - 12:00 PM

Managing Your Staff Effectively

Mark Horstman, Manager Tools, LLC

12:00 PM - 1:15 PM

Lunch

Matt Pottinger, Hoover Institution

1:30 PM - 2:30 PM

Ethics: Official, Campaigns, and Redistricting

Moderator: Kelle Strickland Elliot Berke, Berke Farah LLC

Erin Clark, NRCC

Breakout Sessions:

2:30 PM - 3:30 PM

How To Get Things Done In Your Office

Moderator: Mark Strand

Brooke Bennett, Office of Rep. French Hill

How to Get Things Done In Committee

The Honorable Ileana Ros-Lehtinen, Former Committee Chair The Honorable Greg Walden, Former Committee Chair

How to Get Things Done In Appropriations

Anne-Marie Chotvacs, House Appropriations Committee

Matt Leffingwell, Tiber Creek Group

How to Get Things Done on The Floor

Judy Schneider, Former CRS Expert

3:30 PM - 4:30 PM

Breakout Sessions Repeat

6:00 PM - 9:00 PM

Reception

Dinner

Guy Benson, Fox News

Friday, May 5

8:00 AM - 9:00 AM

Breakfast

9:00 AM - 10:00 AM

Planning Your Office's Agenda

Moderator: Mark Strand

10:00 AM - 11:00 AM

Maximizing the MRA Under the New Communications Rules

Moderator: George Hadijski, Congressional Management Foundation Tim Monahan, Office of the Speaker/Committee on House Administration

Nick Crocker, Committee on House Administration

11:00 AM - 11:15 AM

Open Mic Discussion

Moderator: Mark Strand, Congressional Institute

11:30 AM

Conference Concludes

From: Congressional Institute rsvp@conginst.org

Subject: Test - Register Now for the GOP Chiefs of Staff Conference

Date: March 15, 2023 at 11:15 AM To: amym@conginst.org





CHIEFS OF STAFF CONFERENCE

PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON WEDNESDAY, APRIL 3, 2023!!!

Dear */fname/*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2023 Chiefs of Staff Issues Conference, which will be from Wednesday, May 3, 2023, through Friday, May 5, 2023, at The Omni Homestead in Hot Springs, Virginia. 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 Republican personal chiefs of staff, committee staff directors, and leadership staff so you can get to know colleagues you might not usually meet during a

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 Wednesday, April 3, 2023

IF YOU THINK THAT THERE IS EVEN A POSSIBILITY YOU WILL ATTEND, you need pre-outhorization from the Committee on Ethics; you may always withdraw your paperwork.

 $Download\ the\ Institute's\ \underline{Primary\ Trip\ Sponsor\ Form}\ and\ submit\ the\ whole\ package\ with\ your\ completed\ Traveler\ Form\ by$ Wednesday, April 3, 2023, 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.

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 >

If you cannot use the button above, please copy and paste the following URL into your browser:

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

REGISTER NOW >

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

If you are unable to attend please click 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 Hot Springs!

Mark Strand, President

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



If you are not the correct contact for this office, please <u>reply to this email</u> with the updated contact information instead of <u>unsubscribing</u>.

COS2023 - Invited House Staff

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