Original Amendmen EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel is

completed. Please do not file this form with the Committee on Ethics. NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. 1. Name of Traveler: Alyssa Anderson a. Name of Accompanying Relative: _____ b. Relationship to Traveler: Spouse Child Other (specify): 3. a. Dates: Departure: Wednesday, May 3, 2023 Return: Friday, May 5, 2023 b. Dates at Personal Expense, if any: OR None ■ 4. Departure City: Washington DC Destination: Hot Springs, VA Return City: Washington DC Sponsor(s), Who Paid for the Trip: Congressional Institute Describe Meetings and Events Attended: Meetings with advisors on mainting a Congressional Office as a Chief of Staff 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. Let 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. 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. Date: 05/22/2023 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: Levo, Juan Citaman Date: 5/22/2023

Signature of Supervising Member: __

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		SPONSOR	POST-TRAVEL D	SCLOSURE FO	RM Original Amendm
ex A tri to th	penses or reimburs completed copy of ip within ten days of comply with House	the form must be provided the form must be provided of their return. You must be rules and the Committed equests to sponsor trips and the committed the committed equests to sponsor trips and the committed the com	to House Members ed to each House M answer all questions e's travel regulations	officers, or emplo ember, officer, or and check all bo Failure to compl	oyees under House Rule 25, clause 5. employee who participated on the exes, on this form for your submissio ly with this requirement may result i
NO	OTE: Willful or know	ving misrepresentations on	this form may be subj	ect to criminal pro	secution pursuant to 18 U.S.C. § 1001.
1.	Sponsor(s) who p	aid for the trip: Congres	ssional institute		
2.	Travel Destination	_{n(s):} Hot Springs, VA			
3.	Date of Departur	_{e:} May 3, 2023	Date	of Return: May 5	5, 2023
4.					
				information is <i>ide</i>	entical for each person listed.
5.	Actual amount of	f expenses paid on behalf	of, or reimbursed to	, each individual	named in Question 4:
		Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
	Traveler	\$0	\$320	\$148	\$624 - Room Rental
	Accompanying Family Member				
6.	Signify statement	is true by checking box.			
I ce	ertify that the info	rm must be completed by an officer of any organization that served as the primary trip sponsor in providing trave is sor reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. pleted copy of the form must be provided to each House Member, officer, or employee who participated on the thin ten days of their return. You must answer all questions, and check all boxes, on this form for your submission by with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in all of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to the trip expenses. Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Consor(s) who paid for the trip: Congressional Institute avel Destination(s): Hot Springs, VA the of Departure: May 3, 2023 Date of Return: May 5, 2023 me(s) of Traveler(s): See attached list the: You may list more than one traveler on a form only if all information is identical for each person listed. Attal amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4: Total Transportation Expenses Total Lodging Total Meal Expenses Total Other Expenses (dollar amount per item and description) \$0 \$320 \$148 \$624 - Room Rental All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. In this statement is true by checking box. You that the information convented in the form is true, complete, and correct to the best of my knowledge.			
Sig	nature: Mar	form must be completed by an officer of any organization that served as the primary trip sponsor in providing traveness or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. Impleted copy of the form must be provided to each House Member, officer, or employee who participated on the within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission miply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result is enial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to the trip expenses. 2: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. ponsor(s) who paid for the trip: Congressional Institute Tavel Destination(s): Hot Springs, VA Date of Departure: May 3, 2023 Date of Return: May 5, 2023 Date of Return: May 6, 2023 Date of Return: May 7, 2023 Date of Return: May 7, 2023 Date of Return: May 7, 2023 Date			
	ا ہے۔ _{me:} Mark Strand			Tit]	le:President

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.

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

Email: strand@conginst.org

Organization: Congressional Institute



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.

No Fa	OTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. ilure 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.	
3.	Check only one. I represent that: a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR
	b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: OR
	c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
	If "c" is checked, list the names of the additional sponsors:
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
	See addendum & attached invitation list
5. 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:



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 accompa on any segment of the trip. Signify that the statement is true by checking box; OR	ny House Members or employees
	b. Not Applicable. Trip sponsor is a U.S. institution of higher education.	4.4. 12.4
12.	For each sponsor required to submit a sponsor form, describe the sponsor's interest trip and its role in organizing and/or conducting the trip:	in the subject matter of the
	See addendum	
13	Answer parts a and b. Answer part c if necessary:	
101	a. Mode of travel: Air Rail Bus Car Other (specify:)
	b. Class of travel: Coach Business First Charter Other (s	pecify:
	c. If travel will be first class, or by chartered or private aircraft, explain why such tra	
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: a. The trip involves an event that is arranged or organized without regard to conquestion meals provided to congressional participants are similar to those provided to or p	gressional participation and that
	event attendees; OR	
	b. The trip involves events that are arranged specifically with regard to congression of "b" is checked:	onal participation.
	 Detail the cost per day of meals (approximate cost may be provided): Day 1- \$49, Day 2 - \$85, Day 3 - \$17 	
	Provide the reason for selecting the location of the event or trip:Relative proximity to DC and capacity to handle a large event	
	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	The state of the s
	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	l and not a per diem or lump sum
	payment. Signify that the statement is true by checking the box.	

18. Total Expenses for each Participant:

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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19	.ne	ck.	OHI	w	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.

Date:	March 31, 2023	
Title:	President	
Telephone:	703-837-8812	
	Title:	Date: March 31, 2023

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 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 26, 2023

Ms. Alyssa Anderson Office of the Honorable Juan Ciscomani 1429 Longworth House Office Building Washington, DC 20515

Dear Ms. Anderson:

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

MG/SW:mc

PRIMARY TRIP SPONSOR FORM ADDENDUM

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

See attached invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House 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

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.



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 Springsl

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 $\underline{\text{reply to this email}}$ with the updated contact information instead of $\underline{\text{unsubscribing}}$.

COS2023 - Invited House Staff

Kate	Aaron	A constant		Gabilella	Alex	<u> </u>	> 1		CES	D COOKe	Description of the second of t	Medall	Mono	Mor	Oii#	Maggie	Cylus	Rebecca	Gary	laylor		Alysa	Africa	Amy	HOD	First Name
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Chief of Staffs and the state of the state o	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Communications Director	Chief of Staff	Chief of Staff	Deputy Director of Floor Operations	Chief of Staff	Chief of Staff	Chief of Staff	Director of Strategic Communications	Chief of Staff	Chief of Staff	Deputy Chief of Staff	Staff Director	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Job Title
Office of Rep. Smucker	Office of Rep. Reshenthaler	Office of Rep. Malliotakis	Office of Majority Whip Emmer	Office of Rep. González-Colón	Office of Rep. Steube	House Republican Conference	Office of Rep. Molinaro	Office of Rep. Jackson	Office of Speaker McCarthy	Office of Rep. Hill	Office of Rep. Estes	Office of Rep. Scalise	Office of Speaker McCarthy	Office of Rep. Fulcher	Office of Rep. Tiffany	Office of Rep. Graves (LA)	House Committee on Education and Labor	Office of Rep. Latta	House Committee on Budget	Office of Rep. Gallagher	Office of Rep. Lamborn	Office of Rep. Ciscomani	Office of Rep. Joyce (OH)	Office of Rep. Bice	Office of Rep. Loudermilk	Institution

Jessica		Machalagh	Spencer	Hyan	Chad	Christina	Asniey	Aaron	Larry	John	Jeff	Couriney	Stuan	Samanina	0 10	I NGK	700000000000000000000000000000000000000	Cley	Fancis	1 ()	rialicis	Man	Sean	C en	Joshua	Pansh	Lorissa	Hailey
Carter	Carretta	Carr	Carr	Carney	Carlough	Cameron	Callen	Calkins	Calhoun	Byers	Butler	Butcher	Burns	Bullock	Buckham	Brown	Broom	Brooks	Brooke	Brinson	Brennan	Brennan	Brady	Bradley	Bradley	Braden	Bounds	Borden
Chief of Staff	Chief of Staff	General Counsel	Deputy Chief of Staff	Chief of Staff	Chief of Staff	Media Affairs Advisor	General Counsel	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Member Services Director	Chief of Staff	Communications Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Policy Director	Chief of Staff	Rapid Response Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Director of Downtown Coalitions
Office of Rep. Newhouse	Office of Rep. Elizey	Office of Speaker McCarthy	Office of Rep. Tenney	Office of Rep. Steil	Office of Rep. Carl	Office of Speaker McCarthy	Office of Majority Leader Scalise	Office of Rep. Burlison	Office of Rep. Cammack	Office of Rep. Pfluger	Office of Rep. McHenry	House Republican Conference	Office of Rep. Posey	Office of Majority Whip Emmer	Office of Rep. Greene	Office of Rep. Clyde	Office of Rep. Owens	Office of Rep. Wenstrup	Office of Majority Leader Scalise	Office of Rep. Rogers (AL)	House Republican Conference	Office of Rep. Thompson	Office of Rep. Buchanan	Office of Rep. Rutherford	Office of Rep. Moran	House Committee on Agriculture	Office of Rep. Obernolte	Office of Majority Whip Emmer

Emily	Kelly	David	Justin	Monica	LIZ	Deli	Cacyo		Ohric	laman	Arrarew	Arie	A significant	Noily		T COSTI	Dia	D CE	CALLY		Tim	Billy	Michael	Rep S		Andrew	Nick Malo	Caroline Anna Mario
Domenech	Dixon	DiStefano	Discigil	Didiuk	Dessauer	DeMarzo	Del Bonis	Del Beccaro	Decker	Day	David	Dana	Cutrona	Cutrona	Cummings	Crews	Cress	Crawtord	Couture	Costa	Constangy	Comer	Cline	Clark	Claristiatison	Christinson	Chairtean	Cash
								70																	91			
Senior Policy Advisor	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Member Services Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff		Member Services and Operations Assis	Chief of Staff	Chief of Staff	Chief of Staff	Leadership Chef of Staff	Deputy Communications Director	Representative for VA-6 (Guest Speaker)	Staff Director	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff
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 (PA)	Office of Rep. Amodei	Office of Rep. Timmons	Office of Majority Leader Scalise	ssistant House Republican Conference	Office of Rep. Carter (GA)	Office of Rep. Hageman	Office of Rep. Meuser	Office of Rep. Hudson	Office of Majority Leader Scalise	er) U.S. House of Representatives	House Committee on Veterans Affairs	Office of Rep. Johnson (SD)	Office of Rep. Graves (MO)	House Committee on Appropriations	Office of Rep. Comer

Andrea	Alex	Micriaei	Vesar		0 664	Steven	Jacon	S E S	Cameron	i cavic	Lauren	Jay	Alex	T en	Michele	John	Wes	Laura	Max	Jaryn	Joe	Kevin	- yer	Jake	Braden	Mark	Jordan	Matt
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Chief of Staff	Director of Operations	Chief of Staff	Chief of Staff	Chief of Staff	Senior Policy Advisor and Counsel	Chief of Staff	Chief of Staff		Policy Director	Chief of Staff	Communications Director	Caucus Executive Director	Chief of Staff	Chief of Staff	Communications Director	Chief of Staff	Deputy Chief of Staff	DC Chief of Staff	Deputy Member Services Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff
Office of Rep. Lawler	Office of Speaker McCarthy	Office of Rep. Williams	Office of Rep. Diaz-Balart	Office of Rep. D'Esposito	Office of Speaker McCarthy	Office of Rep. Turner	Office of Rep. Emmer	Office of Rep. Hern	Office of Majority Whip Emmer	Office of Rep. Finstad	Office of Majority Leader Scalise	Republican Study Committee	Office of Rep. Gimenez	Office of Rep. Yakym	Office of Speaker McCarthy	Office of Rep. Williams	Office of Rep. Nunn	Office of Rep. Balderson	Office of Speaker McCarthy	Office of Rep. Webster	Office of Rep. Miller	Office of Rep. Jordan	Office of Rep. Kiggans	Office of Rep. Flood	Office of Rep. LaTurner	Office of Rep. Bacon	Office of Rep. Guest	Office of Rep. Miller (WV)

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Office of Majority 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. Brecheen	Office of Rep. Scott	House Committee on Small Business	Office of Rep. Rogers (KY)	Office of Rep. Babin	Office of Rep. Bucshon	ach:	Office of Rep. Harris	Office of Rep. Kelly (MS)	House Committee on Intelligence	Office of Rep. Mooney	Office of Majority Leader Scalise

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Hillary	Matt	Jake	Anderson	Corey	Mary	Joe	Karen	Ben	Dennis	Cullen	Allison	Lauren	Tom	Tim,	Patrick	Alye	Annie	James	Matt	Jonas	Carson	Chad	Dan	Matt	Ashley	Tyler	Zach	Justin
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Staff Director	Chief of Staff	Chief of Staff	Senior Policy Advisor	Head of Communications	Chief of Staff	Senior Policy Advisor	Chief of Staff	Chief of Staff	Chief of Staff	House Parliamentarian (Guest Speaker)	Digital Communications Director	Chief of Staff	Chief of Staff	Chief of Staff	Deputy Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Director of Operations	Chief of Staff	Coalitions Coordinator	Chief of Staff	Chief of Staff	
House Committee on Ethics	Office of Rep. Bentz	Office of Rep. Kean	Office of Speaker McCarthy	Office of Speaker McCarthy	Office of Rep. LaMalfa	Office of Speaker McCarthy	Office of Rep. Ferguson	Office of Rep. Fallon	Office of Rep. Johnson (OH)	Office of the Parliamentarian	Office of Speaker McCarthy	Office of Rep. Palmer	Office of Rep. Crane	Office of Rep. Boebert	Office of Rep. Lucas	Office of Rep. Murphy	Office of Rep. McCormick	Office of Rep. Green	Office of Rep. Crawford	Office of Rep. Moylan	House Committee on Foreign Affairs	Office of Majority Leader Scalise	Office of Rep. Nehls	Office of Majority Leader Scalise	Office of Rep. Harshbarger	Office of Rep. Granger	Infrastructure

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Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Policy Director	Staff Director	Chief of staff	Chief of Staff	Senior Advisor	Chief of Staff	Chief of Staff	Chief of Staff	DC Chief of Staff		Chief of Staff/General Counsel	Chief of Staff	Incoming Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Deputy Chief of Staff	Policy Advisor
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Wednesday, May 3

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10:30 AM - 2:30 PM	Bus Departs from Hill Box lunches will be available on the l	S. Capitol St (Between Rayburn & Longworth) ous.
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 Conference: A Look at
	Public Opinion Across the House GO David Winston, The Winston Group Myra Miller, The Winston Group BJ Martino, The Tarrance Group Lauren Hutchinson, The Tarrance Gro	OP 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 Chines Dustin Walker, American Enterprise In David Feith, Center for New American	stitute

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 Grand Ballroom West

Dinner

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

Taylor Andreae Rebecca Angelson Maggie Ayrea Mark Bednar Megan Bel Miller Joshua Bell A. Brooke Bien Chris Bishop All Bishop All Boffeli Robert Borden Haliey Boland Lorissa Bradley Chris Bradley Chris Bradley Chris Brooke Greg Brooke Nicholas Brooke Stuart Butcher	First Name : Alyssa Dale	Last Name Anderson Anderson
	Taylor	Andreae
	Rebecca	Angelson
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	Mark	Bednar
	Megan	Bel Miller
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	Robert	Boland
	Hailey	Borden
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	Jen	Bradley
	Chris	Brinson
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ey	Nicholas	Brown
	Stuart	Burns
	Courtney	Butcher

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Office of Rep. Bacon	Office of Rep. Guest	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. Amodei	Office of Rep. Joyce (PA)	Office of Majority Leader Scalise	House Republican Conference	Office of Rep. Meuser	Office of Rep. Hudson	Office of Majority Leader Scalise	House Committee on Veterans Affairs	Office of Rep. Johnson (SD)	House Committee on Appropriations	Office of Rep. Newhouse	Office of Speaker McCarthy	Office of Rep. Steil	Office of Rep. Carl	Office of Speaker McCarthy	Office of Majority Leader Scalige	Office of Rep. Burlison	Office of Rep. Cammack	Office of Rep. Pfluger

Brett	Toper	Lauren	vein	Jake	Tauca	Datrick		Viah Nish	Sabrina	Jihun	Kimberly	Elliott	Josh	Payne	Michael	Andrea	Cesar	Robert	Steven	Sally	Cameron) ian	Lauren	Michele	Wesley	Laura	Jaryn	Tyler
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