COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

☐ *Original* ☐ *Amendment*

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

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

1. Name of Traveler: Zachary Bannon
2. a. Name of Accompanying Relative: _____ ***OR*** ■ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: February 7, 2024 Return: February 9, 2024
   b. Dates at Personal Expense, if any: _____ ***OR*** ■ None
4. Departure City: Washington, D.C. Destination: Cambridge, MD Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Policy and Comms discussions on a wide range of topics
7. Attached to this form are ***each*** of the following, *signify that each item is attached by checking the corresponding box*:
   a. ■ a completed *Sponsor Post-Travel Disclosure Form*;
   b. ■ the *Primary Trip Sponsor Form* completed by the trip sponsor ***prior*** to the trip, ***including all*** attachments ***and*** the *Additional Sponsor Form(s)*;
   c. ■ page 2 of the completed *Traveler Form* submitted by the employee; ***and***
   d. ■ the letter from the Committee on Ethics approving my participation on this trip.
8. a. ■ I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*
   b. If not, explain: _____

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

Signature of Traveler: Zachary Bannon Digitally signed by Zachary Bannon Date: 2024.02.22 14:21:32 -05'00' **Date:** 2/22/2024

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: Larry Buchon **Date:** 2/22/2024

Signature of Supervising Member: Larry Buchon

last updated 7/2023

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ *Original* ☐ *Amendment*

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip *within 10 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 or provided in-kind support for the trip: Congressional Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: February 7, 2024 Date of Return: February 9, 2024
4. Name(s) of Traveler(s): see attached list

   Note: You may list more than one traveler on a form only if ***all*** information is ***identical*** for each person listed.
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total **Transportation** Expenses	Total **Lodging** Expenses	Total **Meal** Expenses	Total **Other** Expenses (dollar amount per item and description)
Traveler	n/a	$371.54	$186.21	$569.37 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

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

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

Signature: Brenda L Becker **Date:** February 15, 2024

Name: Brenda Becker **Title:** Chair

Organization: Congressional Institute

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

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

Telephone: 703-837-8812 **Email:** amym@conginst.org

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.

last updated 7/2023

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

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

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.

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, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

   If "c" is checked, list the names of the additional sponsors: _____

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

   See addendum & attached invitation list

5. Yes ☒ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: February 7, 2024 Date of Return: February 9, 2024
7. a. City of departure: Washington, DC
   b. Destination(s): Cambridge, MD
   c. City of return: Washington, DC
8. ***Check only one.*** I represent that
   a. ☐ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
   b. ☒ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
   c. ☐ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. ***Check only one of the following.***
   a. ☐ I checked 8(a) or (b) above; **OR**
   b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
   c. ☐ I checked 8(c) above and am offering lodging and meals for one night; **OR**
   d. ☐ I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. _____

10. ☐ Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. ***Check only one of the following.***
   a. ☐ I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box;* **OR**
   b. ☐ *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

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

13. ***Answer parts a and b. Answer part c if necessary***:
   a. Mode of travel: Air ☐ Rail ☐ Bus ☐ Car ☐ Other ☐ (specify:_____)
   b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☐ (specify:_____)
   c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. ☐ I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*

15. ***Check only one.*** I represent that either:
   a. ☐ The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
   b. ☐ The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
      1) Detail the cost *per day* of meals (approximate cost may be provided): _____
      Day 1- $68, Day 2 - $92, Day 3 - $23
      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: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: $159 +taxes
   Reason(s) for Selecting: proximity to DC, availability, security & facility size
   Hotel Name: _____ City: _____ Cost Per Night: _____
   Reason(s) for Selecting: _____
   Hotel Name: _____ City: _____ Cost Per Night: _____
   Reason(s) for Selecting: _____

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

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	$107	$348	$183
For each Accompanying Family Member	$107	n/a	$183

	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	$680	Room Rental
For each Accompanying Family Member	$680	Room Rental

19. ***Check only one:***
   a. ☒ I certify that I am an officer of the organization listed below; **OR**
   b. ☐ *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

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

Signature: Brenda L Becker Date: 12-14-2023

Name: Brenda Becker Title: Chair

Organization: Congressional Institute

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

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

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel.requests@mail.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 conference focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this conference is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communications staff in leadership offices.

Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:
The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) does not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be $680.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Zachary Bannon
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Congressional Institute
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: 2/7/24 Date of Return: 2/9/24

   b. Yes ☐ No ■ Will you be extending the trip at your personal expense?

   If yes, list dates at personal expense: _____
5. a. Yes ☐ No ■ Will you be accompanied by a family member at the sponsor's expense? **If yes:**

   (1) Name of Accompanying Family Member: _____

   (2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

   (3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age?
6. a. Yes ☐ No ■ Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?

   b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes ■ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitation, 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.**

   Communications Director, learn best practices and grow Hill network
9. **Yes ☐ No ■ Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member: Larry Bucshon **Date:** 1/5/2024

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

Keelie Broom
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

February 7, 2024

Mr. Zachary Bannon
Office of the Honorable Larry Bucshon
2313 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Bannon:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for February 7 to 9, 2024, 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

From: **Congressional Institute** rsvp@conginst.org
Subject: Test - Registration: Legislative & Communications Directors Conference (February 7-9, 2024)
Date: December 13, 2023 at 5:25 PM
To: amym@conginst.org

RC

YOU'RE INVITED

ENGAGE | EDUCATE | EQUIP

2024 Legislative and Communications Directors Conference

Wednesday, February 7, 2024 to
Friday, February 9, 2024

Hyatt Regency Chesapeake Bay - Cambridge, MD

RESERVE MY SPOT

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

Access Code: /other_id/

If you are unable to attend, please use the following link to decline this invitation.

DOWNLOAD ETHICS FORMS

Due: Monday, January 8, 2024

Instructions: Complete the first two pages of the travel form and email to travel.requests@mail.house.gov
If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics.
You may always withdraw your paperwork.

Add these important dates to your calendar:
Pre-Travel Ethics Filing Deadline (1/8/24)
Legislative and Communications Directors Conference (2/7-2/9/24)
Post-Travel Filing Deadline (2/26/24)

*Please contact **Amy Hinderliter** with questions or call the Congressional Institute at 703-837-8812.*

If you are not the correct contact for this office, please reply to this **email** with the updated contact information instead of **unsubscribing**. We will correct our records and remove your email address from the list.

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1700 Diagonal Road. #300 Alexandria, VA 22314

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CONGRESSIONALINSTITUTE

2024 LEGISLATIVE AND COMMUNICATIONS DIRECTORS CONFERENCE

Engage | Educate | Equip

DRAFT AGENDA

WEDNESDAY, FEBRUARY 7

Hotel check-in is at 4:00 pm. Attendees may store luggage with the bellman upon arrival if your guest room is not available.

10:30am	**BUSES DEPART FROM THE HILL** **Boxed lunches will be available.**	S. Capitol Street
12:00 - 7:00pm	**NAMETAG PICKUP** **Hyatt Regency Chesapeake Bay 100 Heron Blvd. at Route 50, Cambridge, MD 21613**	Hotel Lobby
1:00 - 2:45pm	**RESOURCES & TOOLS FAIR** ***Want to learn how to take an awesome pic of your boss on an iPhone? Want to learn who in the think-tank world can answer your biggest policy questions? Need to set up an effective YouTube channel? Want to speak with committee and leadership staff about advancing your Member's biggest legislative priority? Or just want a snack to give you an energy boost? Drop by our skills development fair!***	
3:00 - 3:15pm	**KICK-OFF & WELCOME** **Kelle Strickland, Congressional Institute**	
3:15 - 4:15pm	**CAN'T POLICY & COMMS SHOPS JUST GET ALONG?...** **Will Dunham, Brownstein, Hyatt, Farber and Schreck** **Matt Sparks, SPARKS**	

4:15 - 5:15pm **A FORMER LD & CD ADDRESS QUESTIONS LIKE: "WHAT DOES MY CHIEF DO ALL DAY?"**
Moderator: Kelle Strickland, Congressional Institute
A. Brooke Bennett, Former Legislative Director and Current Chief of Staff
Lee Lonsberry, Former Communications Director and Current Chief of Staff

6:30 – 7:00pm **RECEPTION**

7:00 – 8:30pm **DINNER & DISCUSSION**
TBD

THURSDAY, FEBRUARY 8

8:00 - 9:00am **BREAKFAST**

9:00 - 10:00am **SLEUTHING 🔎: OVERSIGHT IN YOUR DISTRICT AND BEYOND**
Moderator: Kelle Strickland, Congressional Institute
Ashley Callen, Office of the Speaker
Austin Hacker, House Oversight Committee
Jessica Donlon, House Oversight Committee
Nadgey Louis-Charles, House Judiciary Committee
Luke Zaro, House Judiciary Committee

10:00 - 11:00am **TBD**

11:00 - 12:00pm **COUNTERING THE THREAT OF THE CHINESE COMMUNIST PARTY**
Craig Singleton, Foundation for the Defense of Democracies
Jeff Naft, House Permanent Select Committee on Intelligence

12:00 - 1:00pm **LUNCH**
TBD

1:00 – 1:45pm **BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)**

1:45 – 3:00pm **GETTING SMART & RESPONSIBLE ON ARTIFICIAL INTELLIGENCE: OPPORTUNITIES, PITFALLS, AND UNKNOWNS**
Moderator: Suhail Khan, Microsoft
John Sampson, Technological Change Advocate
Elizabeth Pishny, Google
Victoria Jeffries, Meta

3:00 – 4:00pm **BREAKOUTS: *ENGAGE | EDUCATE | EQUIP***

EQUIPPING YOUR OFFICE WITH A STRATEGIC COMMUNICATIONS PLAN
Dave Schnittger, Squire Patton Boggs
Grace White, Committee on House Administration
Christian Martinez, Office of Governor Glenn Youngkin (invited)

ENGAGING INFLUENCERS & CONSERVATIVE MEDIA
Brent Scher, The Daily Wire
Ali Black, House Republican Conference

DEALING WITH THE ADMINISTRATION DURING A DIVIDED GOVERNMENT
Ben Howard, The Duberstein Group
Tim Pataki, CGCN Group
Brad Bailey, American Investment Council

EDUCATING ON ETHICS
Elliot Berke, Berke | Farah LLP

4:00 – 5:00pm **BREAKOUTS REPEAT**

6:30 – 7:00pm **RECEPTION**

7:00 – 8:30pm **DINNER & DISCUSSION**
TBD

FRIDAY, FEBRUARY 9

Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to the rear of the Choptank Ballroom. Buses will depart from the lower level entrance near the Choptank Ballroom.

8:00 - 9:00am **BREAKFAST**

9:00 - 10:00am **THE LOW DOWN ON THE UPPER CHAMBER: A PERSPECTIVE FROM FORMER SENATE CHIEFS**
Moderator: Joe Hack, The Daschle Group
Natalie Farr Harrison, Subject Matter
Stacy McBride, Husch Blackwell Strategies
Brendon Plack, National Football League

10:00 - 11:00am	**LEADERSHIP POLICY UPDATE** **Moderator: Kelle Strickland, Congressional Institute** **TBD, Office of the Speaker** **Francis Brooke, Office of the Majority Leader** **Ian Foley, Office of the Majority Whip** **Jake Vreeberg, House Republican Conference**	
11:00 - 12:00pm	**LEADERSHIP COMMUNICATIONS UPDATE** **Moderator: Kelle Strickland, Congressional Institute** **TBD, Office of the Speaker** **Lauren Fine, Office of the Majority Leader** **Casey Nelson, Office of the Majority Whip** **Ali Black, House Republican Conference**	
12:00pm	**CONFERENCE CONCLUDES**	
12:15pm	**BUSES DEPART THE HYATT** **Boxed lunches will be available.**	Conference Center Entrance (Lower Level)
2:15pm	**BUSES ARRIVE AT THE HILL**	

LCD2024 - Invited House Staff

First Name	Last Name	Job Title	Institution
Steve	Ackerman	Legislative Director	Office of Rep. Fulcher
Anna	Adamian	Press Secretary	Office of Rep. Harris
Nick	Adams	Legislative Director	Office of Rep. Lee
Sarabrooks	Adams	Scheduler	Office of Majority Leader Scalise
Harley	Adsit	Communications Director	Office of Rep. Carter (GA)
Nolan	Ahern	Deputy Policy Director	Office of Majority Whip Emmer
Claire	Alden	Legislative Director	Office of Rep. Gooden
Haris	Alic	Communications Director	Office of Rep. Carey
Christianne	Allen	Communications Director	Office of Rep. Collins
Danna	Almeida	Press Secretary	Office of Rep. Stefanik
Ryan	Altman	Legislative Director	Office of Rep. Finstad
Kyle	Amato	Press Secretary	Office of Rep. Grothman
Liam	Anderson	Communications Director	Office of Rep. Garcia
Rey	Anthony	Communications Director/Foreign Policy Advisor	Office of Rep. Gimenez
Allison	Aprahamian	Communications Director	Select Committee on China
Brian	Arata	Legislative Director	Office of Rep. Thompson
Kadin	Asbery	Press Secretary	Office of Rep. Bost
Alex	Attebery	Communications Director	House Committee on Appropriations
Alison	Babb	Director of Operations	Office of Speaker Johnson
Jacqueline	Baggett	Legislative Director	Office of Rep. Fitzpatrick
Jonathan	Bailey	Deputy Chief of Staff & Communications Director	Office of Rep. Ezell
Tom	Bailey	Legislative Director	Office of Rep. Grothman
Mimi	Bair	Legislative Director	Office of Rep. Arrington
Natalie	Baldassarre	Communications Director	Office of Rep. Malliotakis
Bill	Ball	Senior Policy Advisor	Office of Speaker Johnson

Zachary	Bannon	Communications Director	Office of Rep. Bucshon
Don	Barber	Legislative Director	Office of Rep. Ellzey
Noah	Barger	Deputy Chief of Staff	Office of Rep. Bost
Nathan	Barker	Legislative Director	Office of Rep. McCormick
Annie	Barletta	Deputy Chief of Staff	Office of Rep. Fry
Zach	Barnes	Legislative Director	Office of Rep. Biggs
Will	Barry	Deputy Communications Director	House Committee on Financial Services
Chrissy	Barry	Legislative Director	Office of Rep. Crane
Grace	Bartlinski	Communications Director	Office of Rep. Lee
Pete	Bechtol	Floor Assistant	Office of Majority Leader Scalise
Arian	Beckwith	Legislative Director	Office of Rep. James
Jim	Beley	Legislative Director	Office of Rep. Gaetz
Lyssa	Bell	Communications Director	Office of Rep. Pfluger
Caroline	Bender	Legislative Director	Office of Rep. Ciscomani
Brooke	Bennett	Chief of Staff	Office of Rep. Hill
Chris	Berardi	Senior Adviser and Communications Director	Office of Rep. Hageman
Chris	Bien	Director of Floor Operation	Office of Speaker Johnson
Ashlee	Bierworth	Legislative Director	Office of Rep. Miller-Meeks
Aaron	Bill	Legislative Director	Office of Rep. Buchanan
Matthew	Bishop	Legislative Director	Office of Rep. Carl
Rachel	Black	Legislative Director	Office of Rep. Gonzales (TX)
Ali	Black	Communications Director	House Republican Conference
Summer	Blevins	Deputy Chief of Staff/Press Secretary	Office of Rep. Bilirakis
Curt	Bliamptis	Legislative Director	Office of Rep. Flood
Micah	Bock	Communications Director	Office of Rep. Gooden
Barbara	Boland	Communications Director	Office of Rep. Wenstrup
Thomas	Boodry	Legislative Director	Office of Rep. Waltz
Jake	Bornstein	Legislative Director	Office of Rep. Curtis

Will	Bowen	Press Secretary	Office of Rep. McHenry
Philippa	Bradley	Legislative Director	Office of Rep. Hinson
Theresa	Braid	Communications Director	Office of Rep. Emmer
Andrew	Brennan	Communications Director	Office of Rep. Yakym
Francis	Brennan	Rapid Response Director	House Republican Conference
Caroline	Briscoe	Communications Director	Office of Rep. Tiffany
Aaron	Britt	Communications Director	Office of Rep. Chavez DeRemer
Noelle	Britton	Legislative Director	Office of Rep. Smucker
Bryan	Brody	Legislative Director	Office of Rep. Jackson
Ken	Brooke	Legislative Director	Office of Rep. Amodei
Francis	Brooke	Policy Director	Office of Majority Leader Scalise
Keelie	Broom	Counsel to the Chair	House Committee on Ethics
Ashley	Brown	Director of Communications	Office of Rep. Van Drew
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Laynee	Buckels	Communications Director	Office of Rep. Weber
Robby	Burke	Communications Director/Senior Advisor	Office of Rep. Obernolte
Rory	Burke	Legislative Director	Office of Rep. Gosar
Annie	Butler	Communications Director	Office of Rep. Norman
Dan	Butler	Legislative Director	Office of Rep. Gallagher
Lesley	Byers	Communications Director	House Committee on Homeland Security
Michael	Calcagni	Deputy Staff Director	House Committee on Intelligence
Blayne	Callas	Legislative Director	Office of Rep. Mooney
Ashley	Callen	General Counsel	Office of Speaker Johnson
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Matt	Capp	Communications Director	Office of Rep. D'Esposito
Clara	Cargile	Legislative Director	Office of Rep. Pfluger
Emily	Cassil	Communications Director	Office of Rep. McCaul
George	Cecala	Deputy Chief of Staff/Communications	Office of Rep. Posey

		Director	
Kyle	Chance	Communications Director	Office of Rep. Balderson
Bill	Christian	Deputy Chief of Staff	Office of Rep. Weber
Kristen	Cianci	Communications Director	Office of Rep. Garbarino
Alex	Cisneros	Legislative Director	Office of Rep. Kim
Carson	Clark	Communications Director	Office of Rep. Aderholt
Annie	Clark	Legislative Director	Office of Rep. Lesko
Maggie	Clemmons	Communications Director	Office of Rep. Cloud
Ken	Clifford	Legislative Director	Office of Rep. Steel
Adam	Cloch	Communications Director	Office of Rep. Curtis
Sarah	Coffman	Legislative Director	Office of Rep. Comer
Carrie	Cole	Communications Director	Office of Rep. Rogers (AL)
Sara Lynn	Colley	Communications Director	Office of Rep. Lamborn
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Jack	Colonnetta	Communications Director	Office of Rep. Lucas
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Josh	Cortez	Senior Advisor	Office of Rep. De La Cruz
Leah	Courtney	Communications Director	Office of Rep. Dunn
Alex	Crane	Communications Director	Office of Rep. Murphy
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Michael	Curto	Legislative Director	Office of Rep. Nehls
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Zach	Deatherage	Legislative Director	Office of Rep. Stefanik
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Kevin	Gannon	Legislative Director	Office of Rep. Garbarino
Jacob	Gattman	Legislative Director	Office of Rep. Garcia
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Edie	Heipel	Communications Director	Office of Rep. Paulina-Luna
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Mary	Hrinkevich	Legislative Director	Office of Rep. LaLota
Madeline	Huffman	Communications Director	Office of Rep. Clyde
Taylor	Hulsey	Communications Director	Office of Rep. Buchanan
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Elliott	Kelley	Communications Director	Office of Rep. Duncan
Ryan	Kelly	Communications Director	Office of Rep. Mooney
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Dan	Kranz	Communications Director	Office of Rep. Molinaro
Jeff	Kratz	Legislative Director	Office of Rep. Bacon
Jason	Kroitor	Legislative Director	Office of Rep. Rose
Kristen	Kurtz	Press Secretary	Office of Rep. Johnson (SD)
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Andrew	Leppert	Communications Director	Office of Rep. Davidson
Sean	Lerner	Legislative Director	Office of Rep. Spartz
Kelli	Liegel	Communications Director	Office of Rep. Fitzgerald
Jack	Lincoln	Legislative Director	Office of Rep. Calvert
Paige	Lindgren	Communications Director	Office of Rep. Ciscomani
Lindsay	Linhares	Legislative Director	Office of Rep. Letlow
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Chavonne	Ludick	Communications Director	Office of Rep. Steil
Jenny	Luepke	Communications Director	Office of Rep. Finstad
Linoshka	Luna	Communications Director	Office of Rep. González-Colón

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Emily	Mace	Legislative Director	Office of Rep. Bucshon
Troy	Macmullan	Legislative Director	Office of Rep. Hageman
Nate	Madden	Communications Director	Office of Rep. Roy
Kalin	Majnon Gharaghez	Communications Director	Office of Rep. Duarte
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Mackenzie	Martinez	Press Secretary	Office of Rep. Higgins
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Josh	Maxwell	Policy Director	House Committee on Agriculture
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Allie	McCandless	Communications Director	Office of Rep. Bishop
Reagan	McCarthy	Communications Director	Office of Rep. Fitzpatrick
Kathleen	McCarthy	Communications Director	House Committee on Veterans Affairs
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James	McNamee	Legislative Director	Office of Rep. Lawler
Bryan	McVae	Legislative Director	Office of Rep. Foxx
Tim	Medeiros	Legislative Director	Office of Rep. Feenstra
Megan	Medley	Legislative Director	Office of Rep. Aderholt
Darcy	Merline	Legislative Director	Office of Rep. Norman

Ian	Merritt	Legislative Director	Office of Rep. Fleischmann
Randal	Meyer	Legislative Director	Office of Rep. Armstrong
Davis	Michols	Legislative Director	Office of Rep. Griffith
Jake	Middlebrooks	Legislative Director	Office of Rep. LaTurner
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Murray	Miller	Legislative Director	Office of Rep. Westerman
Collin	Miller	Legislative Director	Office of Rep. Green
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Kelsey	Mix	Communications Director	Office of Rep. Stauber
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Brian	Patrick	Communications Director	Office of Rep. Huizenga
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Cally	Perkins	Communications Director	Office of Rep. Luttrell
Matt	Perricone	Legislative Director	Office of Rep. Meuser
Kevin	Petroccione	Legislative Director	Office of Rep. Collins
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Truman	Reed	Legislative Director	Office of Rep. De La Cruz
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Hannah	Russell	Legislative Director	Office of Rep. DesJarlais
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Aldavid	Saab	Legislative Director	Office of Rep. Ezell
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Jonathan	Vecchi	Legislative Director/Deputy Chief of Staff	Office of Rep. Bilirakis
Peter	Vicenzi	Communications Director	Office of Rep. Fallon
Isabella	Victorio	Communications Director	Office of Rep. Mills
Jesse	Von Stein	Legislative Director	Office of Rep. Baird
Kyle	VonEnde	Communications Director	Office of Rep. McMorris Rodgers

Jake	Vreeburg	Policy Director	House Republican Conference
Rob	Wagener	Legislative Director	Office of Rep. Fitzgerald
Rachel	Wagley	Chief of Staff	Office of Rep. Moore (UT)
Maggie	Ward	Legislative Director	Office of Rep. Turner
Greg	Warren	Legislative Director	Office of Rep. LaHood
Madeline	Waschak	Press Secretary	Office of Rep. Williams (TX)
Seth	Waugh	Workplace Policy Director	House Committee on Education and Labor
Patrick	Weaver	Legislative Director	Office of Rep. Williams (NY)
Alexandra	Webb	Legislative Director	Office of Rep. Paulina-Luna
Lauren	Weber	Communications Director	Office of Rep. Fischbach
Courtney	Wegel	Communications Director	Office of Rep. Letlow
Zach	Weidlich	Communications Director	Office of Rep. Carl
Jessica	Weiner	Communications Director	Office of Rep. Banks
Brendan	Welsh	Communications Director	Office of Rep. Mann
Daniel	West	Legislative Director	Office of Rep. Higgins
Nick	Weston	Communications Coordinator	Office of Rep. Miller (OH)
Taylor	Weyeneth	Deputy Chief of Staff/Communications Director	Office of Rep. Williams (NY)
Craig	Wheeler	Communications Director	Office of Rep. Latta
Grace	White	Communications Director	House Committee on Administration
Allie	White	Legislative Director	Office of Rep. Ferguson
Bubba	White	Legislative Director	Office of Rep. Rouzer
Emma	White	Legislative Director	Office of Rep. Moore (AL)
Jenn	Wickre	Policy Director	House Committee on Science, Space and Technology
Jonathan	Wilcox	Communications Director	Office of Rep. Issa
Mitchell	Wilkinson	Legislative Director	Office of Rep. Lucas
Logan	Williams	Press Secretary	Office of Rep. Smith (NE)
Regan	Williams	Legislative Director	Office of Rep. McClintock

Jefferson	Willis	Legislative Director	Office of Rep. Hern
Rosie	Wilson	Communications Director	Office of Rep. Van Duyne
Haley	Wilson	Legislative Director	Office of Rep. Rogers (AL)
Reid	Wilson	Legislative Director	Office of Rep. Sessions
David	Winfrey	Legislative Director	Office of Rep. Granger
Emma	Withrow	Rapid Response Director	House Republican Conference
Annie	Wolf	Deputy Floor Director	Office of Majority Leader Scalise
Joshua	Woodward	Deputy Chief of Staff	Office of Rep. Cammack
Dan	Wunderlich	Communications Director	Office of Rep. McClain
Keifer	Wynn	Legislative Director	Office of Rep. Buck
Marshall	Yates	Legislative Director	Office of Rep. Massie
Jason	Yaworske	Senior Policy Advisor	Office of Speaker Johnson
Cesar	Ybarra	Policy Director	House Freedom Caucus
Dominique	Yelinski	Policy Advisor	Office of Majority Leader Scalise
Liz	Young	Legislative Director	Office of Rep. Estes
Sarah	Young	Communications Director	Office of Rep. Joyce (OH)
James	Zandstra	Legislative Director	Office of Rep. Kiley
Luke	Zaro	Senior Counsel	House Committee on the Judiciary
Alec	Zender	Legislative Director	Office of Rep. Bergman
Dan	Ziegler	Policy Director	Office of Speaker Johnson
Mac	Zimmerman	Legislative Director	Office of Rep. Tiffany
Nate	Zimpher	Legislative Director	Office of Rep. Balderson

CONGRESSIONALINSTITUTE

2024 LEGISLATIVE AND COMMUNICATIONS DIRECTORS CONFERENCE

Engage | Educate | Equip

AGENDA

WEDNESDAY, FEBRUARY 7

10:00 am — **BUSES DEPART FROM THE HILL** — S. Capitol Street
Boxed lunches will be available.

12:00 - 7:00 pm — **CONFERENCE REGISTRATION** — Hotel Lobby
Hyatt Regency Chesapeake Bay, 100 Heron Blvd. at Route 50, Cambridge, MD 21613

1:00 - 2:45 pm — **TACOS AND TOOLS: A RESOURCES FAIR** — Chesapeake Foyer
Want to learn how to take an awesome pic of your boss on an iPhone? Want to learn who in the think-tank world can answer your biggest policy questions? Need to set up an effective YouTube channel? Want to speak with committee and leadership staff about advancing your Member's biggest legislative priority? Or just want a snack to give you an energy boost? Drop by our skills development fair!

3:00 - 4:15 pm — **KICK-OFF & WELCOME** — Choptank
Kelle Strickland, Congressional Institute
CAN'T POLICY & COMMS SHOPS JUST GET ALONG?... — Choptank
Will Dunham, Brownstein, Hyatt, Farber and Schreck
Matt Sparks, SPARKS

4:15 - 5:15 pm — **A FORMER LD & CD ADDRESS QUESTIONS LIKE: "WHAT DOES MY CHIEF DO ALL DAY?"** — Choptank
A. Brooke Bennett, Former Legislative Director and Current Chief of Staff
Lee Lonsberry, Former Communications Director and Current Chief of Staff
Conversation with Kelle Strickland, Congressional Institute

6:30 – 7:00 pm	**RECEPTION**	Chesapeake Foyer
7:00 – 8:30 pm	**DINNER & DISCUSSION WITH RILEY GAINES** **Riley Gaines, Ambassador for the Independent Women's Forum** **Conversation with Kelle Strickland, Congressional Institute**	Chesapeake

THURSDAY, FEBRUARY 8

8:00 - 9:00 am	**BREAKFAST**	Water's Edge Grill
9:00 - 10:00 am	**SLEUTHING🔎: OVERSIGHT IN YOUR DISTRICT AND BEYOND** **Ashley Callen, Office of the Speaker** **Jessica Donlon, House Oversight Committee** **Luke Zaro, House Judiciary Committee** **J.P. Freire, House Ways and Means Committee** **Moderator: Kelle Strickland, Congressional Institute**	Choptank
10:00 - 11:00 am	**THE FLOOR: WHERE IT ALL HAPPENS** **Chris Bien, Office of the Speaker** **Ben Napier, Office of the Majority Leader** **Dennis Nalls, Office of the Majority Whip** **Moderator: Kelle Strickland, Congressional Institute**	Choptank
11:00 am - 12:00 pm	**COUNTERING THE THREAT OF THE CHINESE COMMUNIST PARTY** **Craig Singleton, Foundation for Defense of Democracies** **Jeff Naft, House Permanent Select Committee on Intelligence** **Caroline Vik, House Select Committee on the CCP**	Choptank
12:00 - 1:00 pm	**LUNCH: THE CONGRESSIONAL ART COMPETITION & CI** **Kelle Strickland, Congressional Institute**	Chesapeake
1:00 – 1:45 pm	**BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)**	
1:45 – 3:00 pm	**GETTING SMART & RESPONSIBLE ON ARTIFICIAL INTELLIGENCE: OPPORTUNITIES, PITFALLS, AND UNKNOWNS** **Moderator: Suhail Khan, Microsoft** **Victoria Jeffries, Meta** **Elizabeth Pishny, Google**	Choptank

3:00 – 4:00 pm **BREAKOUTS: *ENGAGE | EDUCATE | EQUIP***

EQUIPPING YOUR OFFICE WITH A STRATEGIC COMMUNICATIONS PLAN — Chesapeake E
Dave Schnittger, Squire Patton Boggs
Michael Comer, Office of the Majority Leader
Grace White, Committee on House Administration

ENGAGING INFLUENCERS & CONSERVATIVE MEDIA — Chesapeake F
Brent Scher, The Daily Wire
Francis Brennan, House Republican Conference

DEALING WITH THE ADMINISTRATION DURING A DIVIDED GOVERNMENT — Choptank
Ben Howard, The Duberstein Group
Tim Pataki, CGCN Group
Brad Bailey, American Investment Council

EDUCATING ON ETHICS — Chesapeake G
Keelie Broom, House Ethics Committee
Elliot Berke, Berke | Farah LLP

4:00 – 5:00 pm **BREAKOUTS REPEAT**
Each of the above discussions will be held a second time.
Attendees should select a second breakout to attend.

6:30 – 7:00 pm **RECEPTION** — Chesapeake Foyer

7:00 – 8:30 pm **DINNER AND DISCUSSION WITH JACKIE GULLEY** — Chesapeake
Jackie Gulley, JGC Brand & Visibility
Conversation with Lisa Camooso Miller, Host, The Friday Reporter Podcast

FRIDAY, FEBRUARY 9

Hotel checkout is at 11:00 am. Attendees driving may store luggage with the bellman. Attendees riding the bus should bring their luggage to Chesapeake E. Buses will depart from the lower level entrance near the Choptank Ballroom.

8:00 - 9:00 am **BREAKFAST** — Water's Edge Grill

9:00 - 10:00 am **THE LOW DOWN ON THE UPPER CHAMBER: A PERSPECTIVE FROM FORMER SENATE CHIEFS** — Choptank
Joe Hack, The Daschle Group
Natalie Farr Harrison, Avōq
Stacy McBride, Husch Blackwell Strategies

10:00 - 11:00 am	**LEADERSHIP POLICY UPDATE** **Preston Hill, Office of the Speaker** **Francis Brooke, Office of the Majority Leader** **Ian Foley, Office of the Majority Whip** **Ryan Hofmann, House Republican Conference** **Moderator: Kelle Strickland, Congressional Institute**	Choptank
11:00 am - 12:00 pm	**LEADERSHIP COMMUNICATIONS UPDATE** **Raj Shah, Office of the Speaker** **Lauren Fine, Office of the Majority Leader** **Casey Nelson, Office of the Majority Whip** **Francis Brennnan, House Republican Conference** **Moderator: Kelle Strickland, Congressional Institute**	Choptank
12:00 pm	**CONFERENCE CONCLUDES**	
12:15 pm	**BUSES DEPART THE HYATT** **Boxed lunches will be available.**	Conference Center Entrance (Lower Level)
2:15 pm	**BUSES ARRIVE AT THE HILL**	