

# 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 [gifftravelreports@mail.house.gov](mailto:gifftravelreports@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: Amy Jones
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 2.7.24 Return: 2.9.24  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: Cambridge MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: I was able to get a sense of what policies leadership is looking a for the rest of the year and gain professional development in how to continue developing policy.
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:  Date: 2/26/24

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: Virginia Foxe Date: 2-26-24

Signature of Supervising Member: Virginia Foxe

# 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.

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

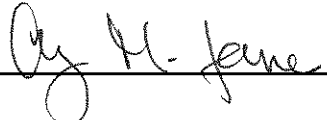
**This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).**

**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: Amy Jones

**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): Committee on Education & the Workforce

Office Address: 2176 RHOB

Telephone Number: 202.226.9421

Email Address of Contact Person: amy.jones@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Amy Jones
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.**  
As the Education Policy Director, it is important to understand the direction the conference is heading, where member offices are on our topics, and what plans leadership has for the year.  
\_\_\_\_\_  
\_\_\_\_\_
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: Virginia Fox Date: 01/08/24

# 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:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$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:  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](mailto:travel.requests@mail.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*

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

Ms. Amy Jones  
Committee on Education and the Workforce  
2176 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Jones:

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



## **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.

**From:** Congressional Institute [rsvp@conginst.org](mailto: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](mailto:amym@conginst.org)



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: 7001111\_107

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](mailto: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.*

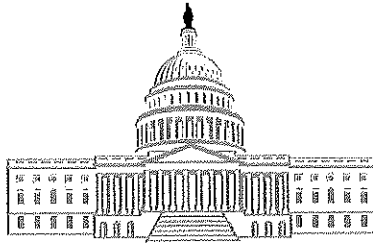


If you are not the correct contact for this office, please reply to this email with the updated contact information instead of **unsubscribing**. We will correct our records and remove your email address from the list.

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1700 Diagonal Road. #300 Alexandria, VA 22314

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To unsubscribe from this mailing list, please [click here](#)



# 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        | <b>BUSES DEPART FROM THE HILL</b><br>Boxed lunches will be available.   | S. Capitol Street |
| 12:00 - 7:00pm | <b>NAMETAG PICKUP</b><br>Hyatt Regency Chesapeake Bay 100 Heron Blvd. at Route 50, Cambridge, MD 21613  | Hotel Lobby       |
| 1:00 - 2:45pm  | <b>RESOURCES &amp; TOOLS FAIR</b><br><i>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!</i> |                   |
| 3:00 - 3:15pm  | <b>KICK-OFF &amp; WELCOME</b><br>Kelle Strickland, Congressional Institute  |                   |
| 3:15 - 4:15pm  | <b>CAN'T POLICY &amp; COMMS SHOPS JUST GET ALONG?...</b><br>Will Dunham, Brownstein, Hyatt, Farber and Schreck<br>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 UNKNOWNNS**  
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
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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
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Matthew	Bishop	Legislative Director	Office of Rep. Carl
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Rory	Burke	Legislative Director	Office of Rep. Gosar
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Kevin	Gannon	Legislative Director	Office of Rep. Garbarino
Jacob	Gattman	Legislative Director	Office of Rep. Garcia
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Ashley	Haines	Communications Director	Office of Rep. Van Orden
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Joel	Hannahs	Director of Communications	Office of Rep. Radewagen
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Madeline	Huffman	Communications Director	Office of Rep. Clyde
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Jay	Hurst	Legislative Director	Office of Rep. Johnson (LA)
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Ben	Van Sickle	Legislative Director	Office of Rep. Zinke
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Haley	Wilson	Legislative Director	Office of Rep. Rogers (AL)
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Dan	Ziegler	Policy Director	Office of Speaker Johnson
Mac	Zimmerman	Legislative Director	Office of Rep. Tiffany
Nate	Zimpher	Legislative Director	Office of Rep. Balderson