

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: Craig Wheeler
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: The Congressional Institute provided programming related to congressional activities, including to help pursue communications and policy goals for the Member.
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: 2/20/24

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: Robert E. Latta Date: 2/20/24

Signature of Supervising Member: 

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

1. Name of Traveler: Craig Wheeler
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:

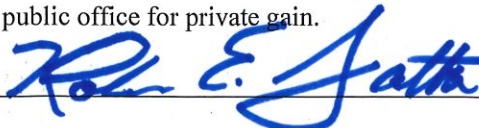
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler 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 communications director for Rep. Bob Latta, the Congressional Institute will provide resources, information, and seminars needed to help communicate effectively with constituents of Ohio's Fifth Congressional District.

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: _____



Date: 12/20/23

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: 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.

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 8, 2024

Mr. Craig Wheeler
Office of the Honorable Robert E. Latta
2467 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Wheeler:

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

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
Harley	Adslit	Communications Director	Office of Rep. Carter (GA)
Claire	Alden	Legislative Director	Office of Rep. Gooden
Haris	Allc	Communications Director	Office of Rep. Carey
Christianne	Allen	Communications Director	Office of Rep. Collins
Ryan	Allman	Legislative Director	Office of Rep. Finstad
Liam	Anderson	Communications Director	Office of Rep. Garcia
Jillian	Anderson	Communications Director	Office of Rep. Mills
Rey	Anthony	Communications Director/Foreign Policy Advisor	Office of Rep. Gimenez
Allison	Aprahamian	Communications Director	Select Committee on China
Brian	Arala	Legislative Director	Office of Rep. Thompson
Kadin	Asbery	Press Secretary	Office of Rep. Bost
Alex	Altebery	Communications Director	House Committee on Appropriations
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
Jimmy	Ballard	Legislative Director	Office of Rep. Graves (MO)
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
Chrissy	Barry	Legislative Director	Office of Rep. Crane
Grace	Barlinski	Communications Director	Office of Rep. Lee
Chris	Bayles	Legislative Director	Office of Rep. Palmer
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
Jeannine	Bender	Legislative Director	Office of Rep. Kiley
Chris	Berardi	Senior Adviser and Communications Director	Office of Rep. Hageman
Klm	Belz	Policy Director & Chief Counsel	House Committee on Financial Services
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)
Summer	Blevins	Deputy Chief of Staff/Press Secretary	Office of Rep. Bilirakis
Curt	Bliamplis	Legislative Director	Office of Rep. Flood
Micah	Bock	Communications Director	Office of Rep. Gooden
Tilly	Boguslawski	Director of Operations/Press Secretary	Office of Rep. Miller
Barbara	Boland	Communications Director	Office of Rep. Wenstrup
Thomas	Boody	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
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
Ashley	Brown	Director of Communications	Office of Rep. Van Drew
Joanna	Brown	Legislative Director	Office of Rep. Walberg
Arthur	Bryant	Communications Director	Office of Rep. Wagner
Layne	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	Buller	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
Samantha	Cantrell	Communications Director	Office of Rep. Kustoff
Matt	Capp	Communications Director	Office of Rep. D'Esposito
Clara	Cargile	Legislative Director	Office of Rep. Pflugger
Emily	Cassil	Communications Director	Office of Rep. McCaul
George	Cecala	Deputy Chief of Staff/Communications Director	Office of Rep. Posey
Kyle	Chance	Communications Director	Office of Rep. Balderson
Bill	Christlan	Deputy Chief of Staff	Office of Rep. Weber
Kristen	Clanci	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	Collman	Legislative Director	Office of Rep. Comer
Carrie	Cole	Communications Director	Office of Rep. Rogers (AL)
Sara Lynn	Colley	Communications Director	Office of Rep. Lamborn
Jessica	Collins	Communications Director	House Committee on Oversight and Government Reform
Jack	Colonnella	Communications Director	Office of Rep. Lucas
Briana	Connolly	Policy Director	Main Street Caucus
Erin	Conslor	Communications Director	Office of Rep. Amodel
Kris	Cook	Communications Director	Office of Rep. Palmer
Leah	Courtney	Communications Director	Office of Rep. Dunn
Alex	Crane	Communications Director	Office of Rep. Murphy
Katie	Crane	Legislative Director	Office of Rep. Williams (TX)
Jennifer	Cressy	Communications Director	Office of Rep. McClintock
Michael	Curto	Legislative Director	Office of Rep. Nehls
Hannah	D'Avanzo	Communications Director	Office of Rep. Moylan
Mike	D'Orazio	Legislative Director	Office of Rep. Reschenthaler
Miranda	Dabney	Communications Director	Office of Rep. Hern
Mike	Dankler	Legislative Director	Office of Rep. Yakym
Grace	Davis	Communications Director	Office of Rep. Langworthy
Corinne	Day	Communications Director	Office of Rep. Johnson (LA)
Dom	de Bernardo	Legislative Director	Office of Rep. Greene
Logan	de La Barre	Legislative Director	Office of Rep. Graves (LA)
Zach	Deatherage	Legislative Director	Office of Rep. Stefanik
Benjamin	Decatur	Communications Director	Office of Rep. Brecheen
Brad	Decker	Legislative Director	Office of Rep. Self
Palge	Decker	Deputy Staff Director	House Committee on Budget
Michael	Defilippis	Legislative Director	Office of Rep. Malliotakis
Regan	Delaney	Member Services Director	Republican Governance Group

Meg	Deneen	Director of Communications	Office of Rep. Tenney
Darren	Dershem	Press Secretary	Office of Rep. McCormick
Ryan	Dierker	Legislative Director	Office of Rep. Edwards
Ross	Dietrich	Legislative Director	Office of Rep. Mast
Matt	Diller	Policy Director	House Committee on Rules
Jared	Dilley	Legislative Director	Office of Rep. Jordan
Ryan	Dilworth	Legislative Director	Office of Rep. Van Duyne
Justin	Doil	Communications Director	Office of Rep. Fleischmann
Tom	Dolan	Legislative Director	Office of Rep. Alford
Emily	Dowdell	Communications Director	Office of Rep. Carler (TX)
Hal	Duncan	Legislative Director	Office of Rep. Roy
Jordan	Dunn	Communications Director	Office of Rep. Gallagher
Katie	Dwyer	Legislative Director	Office of Rep. Carey
Russell	Dye	Communications Director	House Committee on Judiciary
Nick	Dyer	Communications Director	Office of Rep. Greene
Laura	Dyer	Legislative Director	Office of Rep. Johnson (OH)
Alex	Enlow	Communications Director	Office of Rep. Scott
Allie	Esau	Legislative Director	Office of Rep. Stauber
Matt	Esguerra	Communications Director	Office of Rep. Burlison
Katie	Everett	Communications Director	Office of Rep. Burgess
Brian	Fahey	Legislative Director	Office of Rep. Guthrie
Susan	Falconer	Legislative Director	Office of Rep. Harshbarger
Mike	Falencki	Deputy Staff Director	House Committee on Transportation and Infrastructure
Lizzy	Fallon	Financial Services Policy Director	Office of Rep. Emmer
Chris	Fernandez	Legislative Director	Office of Rep. Ogles
Ryan	Faylor	Communications Director	Office of Rep. De La Cruz
Harrison	Fields	Director of Communications/Senior Advisor	Office of Rep. Donalds
Cristian	Figueredo	Legislative Director	Office of Rep. Benz

Michael	Finan	Press Secretary	Office of Rep. Smilh (NJ)
Peter	Finocchlo	Director of Communicallons	Office of Rep. Lawler
Harry	Fones	Communications Director	House Freedom Caucus
Remy	Forlin	Legislative Director	Office of Rep. Huizenga
Anthony	Foti	Communications Director	Office of Rep. Gosar
JP	Freire	Communications Director	House Committee on Ways and Means
Dylan	Frost	Legislative Director	Office of Rep. Hill
Billy	Fuerst	Communications Director	Office of Rep. Feenstra
Laura	Fullerton	Deputy Staff Director	House Committee on Foreign Affairs
Garrett	Fultz	Legislative Director	Office of Rep. Johnson (LA)
Andrew	Furman	Legislative Director	Office of Rep. Pence
Taylor	Gage	Communications Director	Office of Rep. Flood
Austin	Gage	Legislative Director and Defense Policy Advisor	Office of Rep. Rogers (KY)
Jason	Gagnon	Senior Advisor/Communications Director	Office of Rep. Calvert
Natalia	Gandia	Legislative Director	Office of Rep. González-Colón
Kevin	Gannon	Legislative Director	Office of Rep. Garbarino
Jacob	Gatlman	Legislative Director	Office of Rep. Garcia
Jonathan	George	Communications Director	Office of Rep. Harshbarger
Sarah	Gilbert	Legislative Director	Office of Rep. Dunn
Scott	Gillfillan	Communications Director	Office of Rep. Elzey
Ben	Goldey	Communications Director	House Committee on Agriculture
David	Goldfarb	Legislative Director	Office of Rep. Steil
Steve	Gonzalez	Deputy Staff Director	House Committee on Veterans Affairs
Eliana	Goodman	Legislative Director	Office of Rep. Kustoff
Geoff	Gosselin	Deputy Staff Director	House Committee on Armed Services
Luke	Graeter	Legislative Director	Office of Rep. Wenstrup
AnnMarie	Graham	Communications Director	Office of Rep. Mast
Madison	Green	Communications Director	Office of Rep. Moore (AL)

DJ	Griffin	Communications Director	Office of Rep. Guthrie
Tyler	Grimm	Policy Director	House Committee on Judiciary
Julle	Griner	Press Secretary	Office of Rep. Rutherford
Joshua	Gross	Deputy Chief of Staff/Legislative Director	Office of Rep. Duncan
Hali	Gruber	Legislative Director	Office of Rep. McMorris Rodgers
Alyssa	Gulick	Communications Director	Office of Rep. Gonzales (TX)
Ashley	Gutwein	Legislative Director	Office of Rep. Nunn
Austin	Hacker	Communications Director	Office of Rep. Comer
Ashley	Haines	Communications Director	Office of Rep. Van Orden
Emma	Hall	Deputy Chief of Staff/Communications Director	Office of Rep. Owens
Christopher	Hall	Legislative Director	Office of Rep. Kean
Caroline	Hamilton	Communications Director	Office of Rep. Moore (UT)
William	Hampson	Communications Director	Office of Rep. Mace
Shane	Hand	Legislative Director	Office of Rep. Cole
Joel	Hannahs	Director of Communications	Office of Rep. Radewagen
Matt	Hanrahan	Communications Director	Office of Rep. Meuser
Steve	Hansen	Legislative Director	Office of Rep. Miller
Justin	Harclerode	Communications Director	House Committee on Transportation and Infrastructure
Madison	Hardimon	Legislative Director	Office of Rep. Gimenez
Wesley	Harkins	Communications Director	Office of Rep. Bice
Kelle	Haril	Legislative Director	Office of Rep. Valadao
Sam	Hatrup	Legislative Director	Office of Rep. Johnson (OH)
Tiffany	Haverly	Deputy Chief of Staff/Communications Director/Senior Advisor	Office of Rep. Smith (NE)
Jennifer	Haynes	Legislative Director	Office of Rep. Issa
Emily	Hebein	Legislative Director	Office of Rep. Latta
Jullianne	Heberlein	Communications Director	Office of Rep. Wittman
Edie	Heipel	Communications Director	Office of Rep. Paulina-Luna

Michael	Helmer	Legislative Director	Office of Rep. Burgess
Aaron	Hellon	Communications Director	Office of Rep. Williams (TX)
Sarah	Henderson	Communications Director	Office of Rep. Westerman
Holly	Hendrix	Legislative Director	Office of Rep. Scalise
Emily	Henn	Legislative Director	Office of Rep. Miller (WV)
Abbey	Herfurth	Legislative Director	Office of Rep. Kelly (MS)
James	Hewitt	Communications Director/Senior Advisor	Office of Rep. Waltz
Rob	Hicks	Legislative Director	Office of Rep. Obernolte
Austin	Higginbotham	Deputy Chief of Staff/Communications Director	Office of Rep. Alford
James	Hitchcock	Legislative Director	Office of Rep. Banks
Matt	Hodge	Chief of Staff/Legislative Director	Office of Rep. Crenshaw
Christlan	Hoehner	Policy Director	House Committee on Oversight and Government Reform
Emma	Hogan	Press Secretary	Office of Rep. Hudson
James	Hogge	Communications Director	Office of Rep. Bergman
Peter	Holland	Legislative Director	Office of Rep. Good
Peylon	Holliday	Press Secretary	Office of Rep. Guest
Rebekah	Hoshiko	Communications Director	House Committee on Natural Resources
Babs	Hough	Legislative Director	Office of Rep. Rosendale
Michael	Howard	Communications Director	Office of Rep. LaTurner
Mary	Hrinkevich	Legislative Director	Office of Rep. LaLota
Madeline	Huffman	Communications Director	Office of Rep. Clyde
Taylor	Hulsey	Communications Director	Office of Rep. Nehls
Joseph	Hungerford	Digital Director	Office of Rep. Boebert
Delayne	Hyatt	Legislative Director	Office of Rep. Moran
Zachary	Isakowitz	Legislative Director	Office of Rep. McCaul
George	Iverson	Legislative Director	Office of Rep. Tenney
Alex	Ives	Press Secretary	Office of Rep. Foxx

Marjorie	Jackson	Communications Director	Office of Rep. Good
Joe	Jackson	Deputy Chief of Staff/ Communications Director	Office of Rep. Buck
Josh	Jackson	Legislative Director	Office of Rep. Smith (NE)
Paul	Johnson	Legislative Director	Office of Rep. Moore (UT)
Dean	Johnson	Legislative Director	Office of Rep. Miller (IL)
Dylan	Jones	Communications Director	Office of Rep. Rose
Elizabeth-Burton	Jones	Communications Director	Office of Rep. Miller-Meeks
Amy	Jones	Deputy Director of Education and Senior Counsel	House Committee on Education and Labor
Molly	Joseph	Legislative Director	Office of Rep. Wagner
Elizabeth	Joseph	Policy Director	Office of Rep. Guest
Zach	Kahler	Communications Director	Office of Rep. Crane
Benjamin	Keeler	Communications Director	Office of Rep. Johnson (OH)
Ryan	Kelly	Communications Director	Office of Rep. Mooney
John	Kennedy	Communications Director	Office of Rep. Massie
Brian	Kennedy	Policy Director	House Committee on Homeland Security
Sam	Keubler	Legislative Director	Office of Rep. Salazar
Will	Kiley	Communications Director	Office of Rep. LaLota
Maria	Kim	Communications Director	Office of Rep. Edwards
Ed	Kim	Legislative Director	Office of Rep. Moolenaar
Erik	Kinney	Legislative Director	Office of Rep. McClain
Scott	Knittle	Legislative Director	Office of Rep. Steube
Matthew	Knoedler	Press Secretary	Office of Rep. Kelly (PA)
Kevin	Knolh & Alexa Vance	Communications Director	Office of Rep. Reschenthaler
Caleb	Kostreva	Legislative Director	Office of Rep. Mills
Ron	Kovach	Communications Director	Office of Rep. Arrington
Dan	Kranz	Communications Director	Office of Rep. Molinaro
Jeff	Kratz	Legislative Director	Office of Rep. Bacon

Jason	Krollor	Legislative Director	Office of Rep. Rose
Kristen	Kuriz	Communications Director	Main Street Caucus
Kate	Lair	Communications Director	Office of Rep. Jackson
Aaron	Larson	Legislative Director	Office of Rep. Timmons
Alexandra	Lavy	Communications Director/Legislative Assistant	Office of Rep. LaMalfa
Charlotte	Law	Communications Director	Office of Rep. Cline
MaryAsa	Lee	Communications Director	Office of Rep. Moran
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
Marisa	Lloyd	Communications Director (Interim)	Office of Rep. Fulcher
Elizabeth	Lloyd	Legislative Director	Office of Rep. Johnson (SD)
Hunter	Lovell	Communications Director	Office of Rep. Schweikert
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
Elizabeth	Lynskey	Deputy Chief of Staff	Office of Rep. Harris
Faith	Mabry	Communications Director	Office of Rep. Valadao
Chris	MacArthur	Legislative Director	Office of Rep. Newhouse
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
Matt	Maley	Communications Director	Office of Rep. Baird
Nicole	Manley	Legislative Director	Office of Rep. Cline

Chris
Mackenzie
Josh
Sean
Erin
Sean
Allie
Reagan
Kathleen
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Abby
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James
Bryan
Tim
Megan
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McCarthy
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McDonough
McGeorge
McHan
McKay
McNamee
McVae
Medeiros
Medley
Merline
Merritt
Meyer
Michols
Middlebrooks
Miller
Miller
Mitchell
Mix
Modesell
Morales

Deputy Staff Director
Press Secretary
Policy Director
Legislative Director
Communications Director
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Legislative Director
Chief Counsel/Legislative Director
Legislative Director
Legislative Director
Legislative Director
Legislative Director
Legislative Director
Communications Director
Legislative Director
Press Secretary

House Committee on Natural Resources
Office of Rep. Higgins
House Committee on Agriculture
Office of Rep. Brecheen
Office of Rep. Rouzer
Office of Rep. D'Esposito
Office of Rep. Bishop
Office of Rep. Fitzpatrick
House Committee on Veterans Affairs
Office of Rep. Cloud
Office of Rep. Smith (NJ)
House Committee on Education and Labor
Republican Study Committee
Office of Rep. Burlison
Office of Rep. Lawler
Office of Rep. Foxx
Office of Rep. Feenstra
Office of Rep. Aderholt
Office of Rep. Norman
Office of Rep. Fleischmann
Office of Rep. Mace
Office of Rep. Griffith
Office of Rep. LaTurner
Office of Rep. Westerman
Office of Rep. Green
Office of Rep. Kiggans
Office of Rep. Stauber
Office of Rep. Hunt
Office of Rep. Diaz-Balart

Chas	Morrison	Policy Director	Select Committee on China
Hannah	Morrow	Legislative Director	Office of Rep. Rutherford
Ben	Mullany	Communications Director	Office of Rep. Joyce (PA)
Sean	Murphy	Legislative Director	Office of Rep. Fischbach
Devon	Murphy	Legislative Director	Office of Rep. Owens
Michelle	Myers	Communications Director	Office of Rep. Self
Jeff	Naft	Communications Director	House Committee on Intelligence
Claire	Nance	Communications Director	Office of Rep. Steel
Doug	Nation	Legislative Director	Office of Rep. McHenry
Madison	Neal	Communications Director	Office of Rep. Strong
Valerie	Nelson	Communications Director	Office of Rep. Granger
Brooke	Neihercott	Communications Director	Office of Rep. Hill
Bryan	Nichols	Communications Director/ Field Representative	Office of Rep. Graves (MO)
Hannah	Nine	Communications Director	Office of Rep. Fry
Corey	Noble	Communications Director	Office of Rep. Franklin
Carlton	Norwood	Communications Director	Office of Rep. Allen
Tate	O'Connor	Communications Director	Office of Rep. Smith (MO)
Claire	Osborn Case	Legislative Director	Office of Rep. Van Orden
Jay	Ostrich	District Director/Communications Director	Office of Rep. Perry
Ashleigh	Padgett	Legislative Director	Office of Rep. Loudermill
Riley	Pagett	Deputy Chief of Staff/Legislative Director	Office of Rep. Mann
Adam	Pakledinaz	Communications Director	Office of Rep. Webster
Susan	Parker	Communications Director	Office of Rep. Kelly (MS)
Lindsey	Parobek	Legislative Director	Office of Rep. Simpson
Rachel	Parlow	Deputy Communications Director	Office of Rep. Burchett
Brian	Patrick	Communications Director	Office of Rep. Huizenga
Laura	Peavey	Communications Director	House Committee on Financial Services
Stephanie	Pendarvis	Legislative Director	Office of Rep. Wilson

Cally
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Nicholas
Hillary
McLean
McLaurine
Brian
Hannah
Olivia
John
John
Michael
Trevor
Eric
Matthew
Truman
Sarah
Heidi
Gisselle
Tommy
Reilly
Annamarie
Katherine
Sara
Zach
Roman
Mike
Tabitha

Perkins
Perricone
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Roberston
Roberts
Rodríguez
Rorke
Rosenthal

Communications Director
Legislative Director
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Deputy Communications Director
Press Secretary
Communications Director
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Communications Director/Senior Advisor
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Press Secretary
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Press Secretary
Legislative Director

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Office of Rep. Meuser
Office of Rep. Collins
Office of Rep. Loudermilk
Office of Rep. Smith (MO)
Office of Rep. Murphy
House Committee on Foreign Affairs
Office of Rep. Ferguson
Problem Solvers Caucus
Office of Rep. Pence
Office of Rep. Schweikert
Office of Rep. LaHood
Office of Rep. Kiley
Office of Rep. Van Drew
Office of Rep. Smucker
Office of Rep. Newhouse
Office of Rep. De La Cruz
Office of Rep. Babin
Office of Rep. Houchin
Office of Rep. Diaz-Balart
Office of Rep. Carter (GA)
Office of Rep. Kiggans
Republican Study Committee
Office of Rep. Miller (WV)
Office of Rep. Crawford
Office of Rep. Scott
Office of Rep. Estes
Office of Rep. Walberg
Office of Rep. Boebert

Janel	Rossi	Legislative Director	Office of Rep. Crawford
Andrew	Rothe	Policy Director	House Committee on Small Business
Nick	Runkel	Legislative Director	Office of Rep. Womack
Dave	Russell	Deputy Chief of Staff/Communications Director	Office of Rep. Moolenaar
Hannah	Russell	Legislative Director	Office of Rep. DesJarlais
Rebecca	Rybczyk	Communications Director	Office of Rep. Scalise
Aldavid	Saab	Legislative Director	Office of Rep. Ezell
Will	Sacripanti	Legislative Director	Office of Rep. Lamborn
Noah	Sadler	Communications Director	Office of Rep. James
Justine	Sanders	Communications Director	House Committee on Armed Services
Maggie	Sayers	Deputy Press Secretary	Office of Rep. Bacon
Dan	Scharfenberger	Communications Director	Office of Rep. Kean
Patrick	Schilling	Legislative Director	Office of Rep. Perry
Meghan	Schmidlein	Legislative Director	Office of Rep. Luetkemeyer
Sophie	Seid	Communications Director	Office of Rep. Hinson
Emma	Settle	Communications Director	Office of Rep. Ogles
Cam	shepherd	Legislative Director	Office of Rep. Allen
Olivia	Shields	Communications Director	House Committee on Energy and Commerce
Bobby	Shringi	Legislative Director	Office of Rep. Moynihan
Damon	Sidur	Communications Director	Office of Rep. Benz
Alexia	Sikora	Press Secretary	House Committee on Rules
William	Silton	Legislative Director	Office of Rep. Franklin
Krystina	Skurk	Communications Director	Office of Rep. Green
Quinn	Slaven	Communications Director	Office of Rep. Luetkemeyer
Mariza	Smajlak	Communications Director	Office of Rep. Salazar
Heather	Smith	Deputy Chief of Staff/Communications Director	Office of Rep. Timmons
William	Smith	Legislative Director	Office of Rep. Langworthy

Alex	Smith	Legislative Director	Office of Rep. Donalds
Danny	Smith	Legislative Director	Office of Rep. Babin
Danielle	Smoot	Communications Director	Office of Rep. Rogers (KY)
Colton	Snedecor	Communications Director	Office of Rep. Zinke
Joseph	Snider	Communications Director	Office of Rep. Wilson
Jenna	Spealman	Deputy Staff Director	House Committee on Ways and Means
Will	Sroka	Legislative Director	Office of Rep. Wiltman
Tyler	Staker	Communications Director	Office of Rep. Barr
Richard	Stanton	Legislative Director	Office of Rep. Radewagen
Daniel	Stefanski	Communications Adviser	Office of Rep. Lesko
Alex	Stepahin	Legislative Director	Office of Rep. Hudson
Maddison	Stone	Press Secretary	Office of Rep. Thompson
Melissa	Stooksbury	Communications Director	Office of Rep. Cole
Callie	Strock	Communications Director	Office of Rep. Kim
Matthew	Stubeck	Legislative Director	Office of Rep. Joyce (OH)
Ella	Sullins	Legislative Director	Office of Rep. Strong
Dawn Marie	Sullivan	Legislative Director	Office of Rep. Clyde
Tim	Svoboda	Deputy Chief of Staff/Communications Director	Office of Rep. Grohman
Conner	Swanson	Communications Director	Office of Rep. Armstrong
Michael	Taggart	Policy Director	House Committee on Energy and Commerce
Shaun	Taylor	Deputy Chief of Staff	Office of Rep. Fallon
Elissa	Tew	Communications Director	Office of Rep. Bean
James	Thomas	Legislative Director	Office of Rep. Bean
Jett	Thompson	Legislative Director	Office of Rep. Bice
Jessica	Thompson	Legislative Director	Office of Rep. Webster
Sadie	Thorman	Communications Director	Office of Rep. Steube
Mollie	Timmons	Communications Director	Office of Rep. Griffith

Matthew	Topolski	Communications Director	Office of Rep. Hunt
Connor	Torossian	Legislative Director	Office of Rep. Molinaro
Nicholas	Tortorici	Legislative Director/Deputy Chief of Staff	Office of Rep. Armstrong
Matthew	Tragesser	Communications Director	Office of Rep. Biggs
Olivia	Tripodi	Communications Director	Office of Rep. Womack
Charlie	Truxal	Legislative Director	Office of Rep. Luttrell
Matt	Tucker	Deputy Chief of Staff/ Legislative Director	Office of Rep. Joyce (PA)
Ross	Tullis	Communications Director	Office of Rep. Sessions
Emily	Tuttle	Director of Communications and Operations	Office of Rep. Nunn
Joel	Valdez	Communications Director	Office of Rep. Gaetz
Valentina	Valenta	Legislative Director	Office of Rep. Posey
Johnathan	Van Buren	Legislative Director	Office of Rep. Houchin
Ben	Van Sickle	Legislative Director	Office of Rep. Zinke
Alex	Vanderford	Communications Director	Office of Rep. DesJarlais
Hunt	VanderToll	Legislative Director	Office of Rep. Barr
Matt	VanHyfte	Communications Director	House Committee on Small Business
Aashka	Varma	Deputy Chief of Staff/Communications Director	Office of Rep. Rosendale
Heather	Vaughan	Communications Director	House Committee on Science, Space and Technology
John	Veale	Legislative Director	Office of Rep. LaMalfa
Jonathan	Vecchi	Legislative Director/Deputy Chief of Staff	Office of Rep. Billirakis
Peter	Vicenzi	Communications Director	Office of Rep. Fallon
Jesse	Von Stein	Legislative Director	Office of Rep. Baird
Kyle	VonEnde	Communications Director	Office of Rep. McMorris Rodgers
Rob	Wagener	Legislative Director	Office of Rep. Fitzgerald
Maggie	Ward	Legislative Director	Office of Rep. Turner
Greg	Warren	Legislative Director	Office of Rep. LaHood
Patrick	Weaver	Legislative Director	Office of Rep. Williams (NY)

Alexandra
Lauren
Courtney
Zach
Jessica
Brendan
Daniel
Taylor

Craig
Grace
Allie
Bubba
Emma
Jenn

Jonathan
Mitchell
Regan
Rosie
Haley
Reid
David
Kelsey
Joshua
Dan
Keifer
Marshall
Cesar

Webb
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Welsh
West
Weyeneth

Wheeler
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Yates
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Legislative Director
Communications Director
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Legislative Director
Deputy Chief of Staff/Communications
Director

Communications Director
Communications Director
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Policy Director

Communications Director
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Deputy Chief of Staff
Deputy Chief of Staff
Communications Director
Legislative Director
Legislative Director
Policy Director

Office of Rep. Paulina-Luna
Office of Rep. Fischbach
Office of Rep. Letlow
Office of Rep. Carl
Office of Rep. Banks
Office of Rep. Mann
Office of Rep. Higgins
Office of Rep. Williams (NY)

Office of Rep. Latta
House Committee on Administration
Office of Rep. Ferguson
Office of Rep. Rouzer
Office of Rep. Moore (AL)
House Committee on Science, Space and
Technology

Office of Rep. Issa
Office of Rep. Lucas
Office of Rep. McClintock
Office of Rep. Van Dwyne
Office of Rep. Rogers (AL)
Office of Rep. Sessions
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Office of Rep. Burchett
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Office of Rep. McClain
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House Freedom Caucus

Dominique
Liz
Alec
Mac
Nate

Yelinski
Young
Zender
Zimmerman
Zimpher

Legislative Director
Legislative Director
Legislative Director
Legislative Director
Legislative Director

Office of Rep. Hern
Office of Rep. Estes
Office of Rep. Bergman
Office of Rep. Tiffany
Office of Rep. Balderson

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

RC



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2024 Legislative and Communications Directors Conference

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

Hyatt Regency Chesapeake Bay - Cambridge, MD

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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.

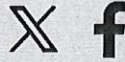
Add these important dates to your calendar:

[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.*



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2024 LEGISLATIVE AND COMMUNICATIONS DIRECTORS CONFERENCE

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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
<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 | 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 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** Conference Center Entrance (Lower Level)
Boxed lunches will be available.
- 2:15pm **BUSES ARRIVE AT THE HILL**

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