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: Lauren Toy
2. a. Name of Accompanying Relative: _____ *OR* ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: Friday, March 22nd, 2024 Return: Sunday, March 24th, 2024
   b. Dates at Personal Expense, if any: _____ *OR* ☒ None
4. Departure City: Washington, DC Destination: Middleburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Center Forward
6. Describe Meetings and Events Attended: Panels and discussions regarding trade policy, international relations, business and labor policy, energy policy, and legislative process.
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: [signature] **Date:** 4/3/24

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: Rep. Susie Lee **Date:** 4/3/24

Signature of Supervising Member: Susie Lee

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: Center Forward
2. Travel Destination(s): Middleburg, VA
3. Date of Departure: Friday, March 22nd, 2024 Date of Return: Sunday, March 24th, 2024
4. Name(s) of Traveler(s): Jo Stiles, Lauren Toy, Yebbie Watkins, Yardena Wolf

   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	$6	$500	$286	$250 (waived registration fee)
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: R Kilburg **Date:** 3/25/24

Name: Riley Kilburg **Title:** Executive Director

Organization: Center Forward

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

Address: 410 New Jersey Avenue SE, Washington, D.C. 20003

Telephone: (563) 542-6821 **Email:** riley@center-forward.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

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.

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: Lauren Toy

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): Rep. Susie Lee (NV-03)

Office Address: Cannon 365

Telephone Number: 202.225.3252

Email Address of Contact Person: lauren.toy@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*.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Lauren Toy

2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center Forward

3. City and State **OR** Foreign Country of Travel: Middleburg, VA

4. a. Date of Departure: Friday, March 22nd, 2024 Date of Return: Sunday, March 24th, 2024

   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 Chief of Staff and seniormost advisor to Rep. Lee, who serves on the House Natural Resources Committee and Appropriations Committee, I will contribute to and learn from discussions of energy policy, business and labor policy, federal funding processes, and legislative processes.

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: Susie Lee **Date:** 2/7/24

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:

   Center Forward

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): Please see attachmer

5. Yes ☒ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of Departure: Friday, March 22nd, 2024 Date of Return: Sunday, March 24th, 2024

7. a. City of departure: Washington, D.C.
   b. Destination(s): Middlburg, VA
   c. City of return: Washington, D.C.

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:

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: Car or mini bus)
   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): _____
      2) Provide the reason for selecting the location of the event or trip: _____

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: Salamander Resort & Spa City: Middleburg Cost Per Night: $250
   Reason(s) for Selecting: Ample meeting space with necessary A/V near Washington, D.C.
   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	$60.00	$500.00	$250.00
For each Accompanying Family Member	$60.00	$0.00	$250.00

	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	$250.00	Waived registration fee
For each Accompanying Family Member	$0.00	

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: R. Riley Kilburg Date: Wednesday, January 24, 2024

Name: Riley Kilburg Title: Executive Director

Organization: Center Forward

Address: 410 New Jersery Avenue SE, Washington, D.C. 20003

Email: riley@center-forward.org Telephone: (563) 542-6821

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

March 20, 2024

Ms. Lauren Toy
Office of the Honorable Susie Lee
365 Cannon House Office Building
Washington, DC 20515

Dear Ms. Toy:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Middleburg, Virginia, scheduled for March 22 to 24, 2024, sponsored by Center Forward.

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

2024 Center Forward Issues Conference
Salamander Resort and Spa
Middleburg, Virginia — Friday, March 22nd – Saturday, March 24th, 2024

Friday, March 22nd, 2024

Recommended Attire: Casual

3:00 pm - 5:00 pm*	Conference Registration – Hamilton Room, The Salamander Resort *Note: If you arrive after registration is closed, please join us at Lost Barrel Brewing. The registration desk will open again at 8:00am on Saturday morning.*
4:00 pm	Salamander Resort Check-In
6:00 pm - 9:00 pm	Conference Welcome Reception Lost Barrel Brewing 36138 John Mosby Highway, Middleburg, VA 20117 This is a family-friendly reception and BBQ buffet dinner. A shuttle will run continuously from 6:00 pm - 9:00 pm between the Salamander Resort and Lost Barrel Brewing.
6:30 pm - 7:30 pm	Welcome Remarks and Conference Review – Building Consensus in a Polarized Congress Center Forward Executive Leadership team will welcome participants and include a review of the coverage and outcomes of bipartisan legislation from the 118th Congress. The address will highlight areas of opportunity for consensus in 2024 including legislation related to trade, healthcare, manufacturing, supply chains, agriculture, energy, financial services, foreign affairs, and more. Q&A included. Riley Kilburg, Executive Director, Center Forward Cori Kramer, Chief Executive Officer, Center Forward

Saturday, March 23rd, 2024

Conference Program – Middleburg Ballroom

Recommended Attire: Casual

8:00 am - 9:00 am	Conference Registration – Hamilton Room
8:00 am - 9:00 am	Breakfast Buffet — Bluemont Room *Note: Please feel free to bring your plate to the Middleburg Ballroom and eat during programming.*
9:00 am - 9:15 am	Welcome Remarks and Introduction, Cori Kramer, Center Forward
9:15 am - 9:45 am	*Breakfast Remarks* *— Biden Administration Official (Multiple Invites - Speaker TBD)*
9:45 am - 10:45 am	Panel Discussion — "From City Streets to Country Roads: Striving for Equitable Healthcare Outcomes for Underserved Communities" This panel brings together experts to engage in a dialogue on the critical issue of health equity in three distinct contexts: rural communities, urban communities, and minority populations. Recognizing that disparities in healthcare access and outcomes exist across these different landscapes, the panelists aim to shed light on the unique challenges faced by underserved individuals and communities. The panel seeks to foster a comprehensive understanding of health equity challenges and collaboratively explore strategies that promote inclusivity and ensure that every individual can access high-quality, culturally sensitive, and equitable healthcare. Carrie Cochran-McClain, Chief Policy Officer, National Rural Health Association Tilithia McBride, Vice President of Quality, Federation of American Hospitals Jason Resendez, President & CEO, National Alliance for Caregiving Moderated by Cori Kramer, CEO, Center Forward

10:45 am - 11:00 am Break

11:00 am - 12:30 pm Breakout Sessions — "Balancing Competing Legislative Priorities"

Conference participants will work in small groups through facilitated dialogues to review competing legislative priorities and find bipartisan agreement on policies that achieve shared goals and help Congress find consensus. In five separate breakouts, participants will consider an issue related to artificial intelligence, workforce, climate and sustainability, health care, or financial services as they work together and weigh the public policy impact of their decisions. Facilitated by special guests:

- Crystal Anderson, Washington Media Group, Artificial Intelligence & Technology Breakout
- Rhett Buttle, Public Private Strategies, Workforce Breakout
- Matthias Muelbauer, OnePointFive, Climate and Sustainability Breakout
- Marissa Padilla, Global Strategy Group, Health Care Breakout
- John Court, Bank Policy Institute, Financial Services Breakout

12:30 pm - 1:30 pm Lunch — Middleburg Foyer

Panel Discussion — Bipartisan Legislative Opportunities in 2024

Center Foward leadership and leading polling experts discuss recent research on voters' attitudes towards bipartisanship and the perceived efficiency of government. Researchers also discuss areas where Americans broadly agree on issues, noting potential possibilities for bipartisan legislation and solutions in 2024.

- Cori Kramer, CEO, Center Forward
- Matt Monday, Morning Consult

1:30 pm - 2:45 pm Lunch — Middleburg Foyer

Panel Discussion — Companies in Crossfire: Pressure Testing Business Leadership

Policy and politics are impacting companies more now than ever. The "safety space" where CEOs could weigh in on taxes and economics is now overshadowed by a longer list of issues that affect employees, customers, and the communities where businesses operate and lead. Voting rights, reproductive health, social issues, and diversity & inclusion programs are all issues that CEOs must navigate carefully. Non-traditional stakeholder voices are weighing in more loudly, creating opportunities and challenges. This panel will bring together leaders across sectors to examine this moment, share learnings and discuss business leadership in this challenging time.

- Joanna Smith-Ramani Co-Executive Director, Aspen Institute Financial Security Program
- Ying McGuire, CEO, National Minority Supplier Diversity Council
- Dane Linn, Senior Vice President of Corporate Initiatives, Business Roundtable
- Moderated by: Rhett Buttle, Founder Public Private Strategies

2:45 pm - 3:00 pm Panel Closing Remarks, Riley Kilburg, Center Forward

3:00 pm - 4:45 pm Policy Roundtable Discussions — Library

Perspectives from House offices on legislative progress made in 2023 and opportunities for collaboration in 2024.

4:45 pm - 6:00 pm Break

Conference Closing Reception and Dinner

Recommended Attire: Business Casual

6:00 pm - 7:00 pm Reception — Middleburg Foyer

Conference attendees will have the opportunity to reflect and collaborate about their experiences. These conversations will conclude on how best conference attendees can react to new information and ideas upon returning to the Congress.

7:00 pm - 8:30 pm Dinner – Middleburg Ballroom

	2024: The Legislative Implications of a Reshaping Congress and White House Dave Wasserman, Senior Editor, The Cook Political Report
8:30 pm - 8:45 pm	Closing Remarks, Cori Kramer, CEO, Center Forward

Sunday, March 24, 2024

Recommended Attire: Casual

8:00 am - 10:00 am	Breakfast Buffet — Middleburg Foyer
8:30 am	Shuttle provided for Congressional Staffers departs for D.C. *Note: Please meet the shuttle directly in front of the Salamander resort.*
11:00 am	Salamander Resort Check-Out

Private Sponsor Travel Certification Form: Supplemental				
First	**Last**	**Title**	**Affiliation**	**Reason**
Anna	Alburger Romeo	Chief of Staff	Office of Representative David Joyce	Ms. Alburger Romeo can speak to federal funding priorities with concern to on-shoring supply chains in her role as Chief of Staff to a Member on the House Committee on Appropriations.
Hillary	Beard	Chief of Staff	Office of Representative Terri Sewell	Ms. Beard will make valuable contributions to conversations about expanding access to healthcare in her role as Chief of Staff to a Member on the House Committee on Ways and Means.
A. Brooke	Bennett	Chief of Staff	Office of Representative French Hill	As Chief of Staff to a Member on the House Committee on Financial Services, Ms. Bennett can share insights about digital assets and the Committee's thoughts on regulation of digital assets.
Jeff	Bishop	Chief of Staff	Office of Representative Marc Molinaro	As Chief of Staff to a Member on the House Committee on Small Business, Mr. Bishop can speak to how workforce issues directly affect small business owners.
Jenifer	Bradley	Chief of Staff	Office of Representative John Rutherford	As Chief of Staff to a Member on the House Committee on Appropriations, Ms. Bradley will share her perspective on federal funding for new infrastructure projects.
Chelsea	Brossard	Chief of Staff	Office of Representative Josh Gottheimer	As Chief of Staff to the Co-Chair of the Problem Solvers Caucus, Ms. Brossard can share her insight on where there is opportunity for legislating in a bipartisan fashion in 2024.

Private Sponsor Travel Certification Form: Supplemental				
First	**Last**	**Title**	**Affiliation**	**Reason**
Steven	Carlson	Chief of Staff	Office of Representative Chris Pappas	As the Chief of Staff to a Member on the House Committee on Small Business, Mr. Carlson can speak to the unique challenges small business owners face and compare them to those facing the leaders of large corporations.
Brandon	Casey	Staff Director	House Committee on Ways and Means	As Staff Director of the House Committee on Ways and Means, Mr. Casey can contribute to discussions about communities that often rely on government support for their healthcare, such as senior citizens.
Matt	Corridoni	Communications Director	Office of Representative Jake Auchincloss	Mr. Corridoni can share his thoughts on protecting critical supply chains based on his role as Communications Director for a Member on the House Select Committee on Strategic Competition Between the United States and China.
Chris	Crawford	Chief of Staff	Office of Representative Earl "Buddy" Carter	As Chief of Staff to a Member who serves on the House Committee on Energy and Commerce, Mr. Crawford will be able to speak to the current healthcare policies being considered by the Health Subcommittee.
Regan	Delaney	Member Services Director	Republican Governance Group	As the Member Services Director for a Republican Caucus, Ms. Delaney can share her thoughts on the policy priorities of many Republican Members on issues including healthcare, energy, infrastructure and workforce development.

Private Sponsor Travel Certification Form: Supplemental				
First	**Last**	**Title**	**Affiliation**	**Reason**
Sonali	Desai	Executive Director	House Democratic Caucus	As Executive Director of the House Democratic Caucus, Ms. Desai can share her perspectives on areas where the Democratic and Republican Caucuses can find common ground in 2024
Michelle	Dorothy	Chief of Staff	Office of Representative Chrissy Houlahan	Ms. Dorothy can speak to the healthcare options available to members of the U.S. military as the Chief of Staff to the Ranking Member of the House Armed Services Committee Quality of Life Panel.
Mark	Dreiling	Chief of Staff	Office of Representative Don Bacon	Mr. Dreiling can speak to the workforce and supply chain issues facing farmers as Chief of Staff to a Member on the House Committee on Agriculture.
Ben	Falkowski	Chief of Staff	Office of Representative Rudy Yakym	As Chief of Staff to a Member on the House Committee on Transportation and Infrastructure, Mr. Falkowski will share his perspective on how infrastructure projects impact the American workforce.
Jamie	Fleet	Staff Director	House Administration Committee	As Staff Director for the House Committee on Administration, Mr. Fleet can discuss the Committee's jurisdiction over Federal Elections and the impact technology and AI could have in the 2024 Elections.
Courtney	Fry	Member Services Director	Office of the Democratic Caucus Chair Pete Aguilar	Ms. Fry can speak to the Democratic Caucus' legislative priorities for 2024 as the Member Services Director for the Democratic Caucus Chairman.

Private Sponsor Travel Certification Form: Supplemental				
First	**Last**	**Title**	**Affiliation**	**Reason**
Cesar	Gonzalez	Chief of Staff	Office of Representative Mario Diaz-Balart	Mr. Gonzalez will be able to share his perspective on fostering critical supply chains in his role as Chief of Staff to a Member on the House Committee on Appropriations.
Jackson	Gross	Chief of Staff	Office of Representative John James	Mr. Gross will be able to share his insights about workforce issues across various industries from his role as Chief of Staff to a Member on the House Committee on Education and the Workforce.
Rachel	Harris	Chief of Staff	Office of Representative Debbie Lesko	Ms. Harris can share her perspective on how new innovation and technology is impacting the energy sector and sustainability efforts as Chief of Staff to a Member on the House Committee on Energy and Commerce.
Maeve	Healy	Chief of Staff	Office of Representative Grace Meng	Ms. Healy will speak to efforts to protect American supply chains given her experience as Chief of Staff to a Member on the House Committee on Appropriations.
Jacob	Hochberg	Chief of Staff	Office of Representative Henry Cuellar	Mr. Hochberg can share his insights on miliary-related workforce and healthcare issues due to his role as Chief of Staff to a Member on the Subcommittee on Veterans Affairs in the House Committee on Appropriations.
Chrissy	Houlahan	U.S. Representative	6th Congressional District of Pennsylvania	Congresswoman Houlahan will share her insights on how artificial intelligence affects American intelligence capabilities from her experience as a Member on the Permanent Select Committee on Intelligence.

Private Sponsor Travel Certification Form: Supplemental				
First	**Last**	**Title**	**Affiliation**	**Reason**
Chloe	Hunt	Chief of Staff	Office of Representative Sean Casten	As Chief of Staff to a Member on the House Committee on Financial Services, Ms. Hunt will bring insight on pressing issues related to fintech and capital requirements.
Kyle	Jackson	Chief of Staff	Office of Representative Larry Bucshon	Mr. Jackson can share his insights on potential solution for high healthcare costs for consumers as Chief of Staff to a Member on the Energy & Commerce Committee.
John	James	U.S. Representative	10th Congressional District of Michigan	As a Member of the House Committee on Education and the Workforce, Congressman James can share his insights on how job training and retraining programs impact the workforce in Michigan and across the country.
Asha	Jones	Chief of Staff	Office of Representative Steven Horsford	As Chief of Staff to a Member on the House Committee on Financial Services, Ms. Jones can provide insights about how the financial services industry affects everyday Americans.
Sarah	Kaplan Feinmann	Chief of Staff	Office of Representative Lizzie Fletcher	Ms. Kaplan Feinmann can share her thoughts on new sustainable energy sources in her role as Chief of Staff to a Member on the House Committee on Energy and Commerce.
Jazmine	Kemp	Executive Director	Republican Main Street Caucus	As the Executive Director of a Caucus focused on economic and business issues, Jazmine can offer insights on potential improvements to workforce and supply chain policies.

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Micah	Ketchel	Chief of Staff	Office of Representative Michael Waltz	As Chief of Staff to a Member on the House Committee on Foreign Affairs, Mr. Ketchel can speak to off-shore supply chain vulnerabilities.
Sophie	Khanahmadi	Chief of Staff	Office of Representative Brett Guthrie	As Chief of Staff to a Member of the House Committee on Energy and Commerce, Ms. Khanahmadi will share valuable perspectives on how to make healthcare more accessible in rural communities.
James	Langenderfer	Chief of Staff	Office of Representative Brian Mast	As Chief of Staff to a Member on the House Committee on Foreign Affairs, Mr. Langenderfer will be able to speak to how foreign regulations impact American businesses.
John	Lee	Chief of Staff	Office of Representative Nikki Budzinski	Mr. Lee can share his thoughts on healthcare accessibility for Veterans in his role of Chief of Staff to a Member of the Subcommittee on Health under the House Committee on Veterans' Affairs.
James	Leuschen	Legislative Director	Office of Representative Steny Hoyer	Mr. Leuschen can share his perspective on how Congress could address workforce issues in his role as Legislative Director for a Member of the Appropriations Subcommittee on Labor, Health and Human Services, Education, and Related Agencies.

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Lane	Lofton	Chief of Staff	Office of Representative David Trone	As Chief of Staff to a Member of the Joint Economic Committee, Mr. Lofton will share insights about the state of the economy, and how that could affect the decision-making American corporations.
Macey	Matthews	Chief of Staff	Office of Representative Brittany Pettersen	As Chief of Staff to a Member on the House Committee on Financial Services, Ms. Matthews can share her thoughts on consumer access to financial institutions and products such as credit.
Tyler	Menzler	Chief of Staff	Office of Representative Mariannette Miller-Meeks	Mr. Menzler can speak to the challenges in expanding access to healthcare, especially to vulnerable communities because of his experience as Chief of Staff to a Member on the House Committee on Energy and Commerce.
Patrick	Mocete	Chief of Staff	Office of Representative Young Kim	Mr. Mocete will make valuable contributions to conversations about how the financial services industry affects other American industries in his role as Chief of Staff to a Member on the House Committee on Financial Services.
Vivian	Moeglein	Staff Director	House Committee on Natural Resources	As Staff Director for the House Committee on Natural Resources, Ms. Moeglein can share insights about the state of supply chains of critical minerals and other resources.

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Jed	Ober	Chief of Staff	Office of Representative Susan Wild	As Chief of Staff to a Member on the House Committee on Education and the Workforce, Mr. Ober can speak to the ways that technology and innovation is impacting the jobs available to American workers.
Mitchell	Rivard	Chief of Staff	Office of Representative Dan Kildee	As Chief of Staff to a Member on the House Ways and Means Committee, Mr. Rivard can share his perspective on how to lower healthcare premiums and make healthcare accessible to all Americans.
Tara	Rountree	Chief of Staff	Office of Representative Jennifer McClellan	Ms. Rountree can speak to advancements in artificial intelligence technology in her role of Chief of Staff to a Member on the House Committee on Science, Space, and Technology.
Xenia	Ruiz	Deputy Chief of Staff	Office of the Minority Whip Katherine Clark	As Deputy Chief of Staff to the Democratic Whip, Ms. Ruiz can offer insights into Democratic priorities for the remainder of the 118th Congress.
Zac	Rutherford	Chief of Staff	Office of Representative Diana Harshbarger	As Chief of Staff to a Member on the House Committee on Energy and Commerce, Mr. Rutherford can speak to how artificial intelligence is affecting the lives of everyday Americans.
Pat	Ryan	U.S. Representative	18th Congressional District of New York	As a Member on the House Committee on Transportation and Infrastructure, Congressman Ryan will share his perspective on how workforce issues affect the development of new infrastructure projects.

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Katherine	Sears	Chief of Staff	Office of Representative Jen Kiggans	As Chief of Staff to a Member on the House Committee on Veterans Affairs, Ms. Sears can share information about the state of healthcare services available for veterans.
Terri	Sewell	U.S. Representative	7th Congressional District of Alabama	Congresswoman Sewell will make valuable contributions to discussions about how workforce issues affect American businesses due to her experience as a Member on the House Committee on Ways and Means.
Amy	Soenksen	Chief of Staff	Office of Representative Morgan McGarvey	Ms. Soenken will be able to offer her perspective on how Small Businesses are combatting workforce shortage issues the Chief of Staff to a Member on the House Committee on Small Business.
Anne	Sokolov	Executive Director	New Democrat Coalition	As Executive Director for one of the largest Democratic coalitions in the House, Ms. Sokolov can speak to the current legislative priorities and solutions of a large group of Democratic lawmakers.
Jo	Stiles	Chief of Staff	Office of Representative Joseph Morelle	As Chief of Staff to the Ranking Member of the Administration Committee, Ms. Stiles can share her insights on the modernization of Congress, and how these efforts impact sustainability.
Eric	Swalwell	U.S. Representative	14th Congressional District of California	As a Member of the House Critical Minerals Caucus, Congressman Swalwell will speak to the importance of on-shoring supply chains for critical materials.

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Jeremy	Tittle	Chief of Staff	Office of Representative Salud Carbajal	Mr. Tittle can make valuable contributions to discussions about sustainability efforts in his role as Chief of Staff to a Member of the Bipartisan Climate Solutions Caucus.
Lauren	Toy	Chief of Staff	Office of Representative Susie Lee	Ms. Toy can speak to efforts to reduce the use of America's non-renewable resources as the Chief of Staff to a Member on the House Committee on Natural Resources.
Rachel	Wagley	Chief of Staff	Office of Representative Blake Moore	Ms. Wagley will have valuable insights about the pressures American businesses currently face in her role as Chief of Staff to a Member on the House Committee on Ways and Means.
Chris	Walsh	Chief of Staff	Office of Representative Pat Ryan	Mr. Walsh can speak to the way that innovation in technology and artificial intelligence is impacting the American military in his role as Chief of Staff to a Member on the House Armed Services Subcommittee on Cyber, Innovative Technologies, and Information Systems.
Yelberton	Watkins	Chief of Staff	Office of Representative Jim Clyburn	Mr. Watkins can speak to opportunities for legislative progress in 2024 from his role as Chief of Staff to a long-time Member of House Democratic leadership.
Yardena	Wolf	Chief of Staff	Office of Representative Eric Swalwell	As Chief of Staff to a Member on the House Committee on Homeland Security and House Judiciary Committee, Ms. Wolf can speak to the ways in which artificial intelligence may impact the 2024 elections.

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12. Sponsor’s interest in the subject matter and role in organizing the trip:

Center Forward’s Issues Conference is being convened to bring together pragmatic policy influencers from various industries, organizations, and the public sector to focus on common-sense solutions. Center Forward’s organizational mission is to provide centrists the information they need to craft common-sense solutions and provide support in turning those ideas into results. Center Forward brings together Members of Congress, not-for profits, academic experts, trade associations, corporations, and unions to find common ground.

Center Forward is the sole organizer of the trip. Center Forward is planning the Conference and is responsible for the organization and execution of the event logistics as well as the programming content. Discussion topics will include: The pressures currently affecting global supply chains and the ways that Congress can improve the security of American supply chains; balancing competing legislative priorities including health care, energy and sustainability, the future of artificial intelligence and the digital landscape, workforce, and financial services: beyond broadband; Understanding Environmental, Social, and Governance (ESG) programs and the various pressures facing American corporations; the 2024 elections and Congress' role in ensuring they are secure and without interference; working across the aisle in a new Congress to examining the outlook of leadership; and the importance of finding ways to put aside partisan differences and work together to solve America's challenges. Participants are expected to include policymakers and advocacy groups as well as business leaders, academic researchers, and a member of the press.