

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: Rossiter Casey O'Shea
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 4/1/24 Return: 4/4/24
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: Hoover Institution, Stanford University
6. Describe Meetings and Events Attended: See attached agenda
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: 4/11/24

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. Brad Schneider Date: 4/11/24

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: Hoover Institution, Stanford University

2. Travel Destination(s): Stanford University, Stanford, California

3. Date of Departure: April 1, 2024 Date of Return: April 4, 2024

4. Name(s) of Traveler(s): Rossiter (Casey) O'Shea

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	\$806.50 total = \$699.48 airfare + \$107.02 ground transportation	\$735 total (\$245/night)	\$148 total (\$74/day)	
Accompanying Family Member				

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:  Date: 04/08/2024

Name: Eryn Witcher Tillman Title: Associate Director, Director of Media and Government Relations

Organization: Hoover Institution, Stanford University

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

Address: 1399 New York Ave NW, 500, Washington DC, 20005

Telephone: 202-760-3200 Email: ewitcher@stanford.edu

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

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:

Hoover Institution, Stanford University

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 attached list of staffers
chosen due to their portfolio or policy areas being discussed.

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

6. Date of Departure: April 1, 2024 Date of Return: April 4, 2024

7. a. City of departure: Various cities

b. Destination(s): Stanford University, Stanford, CA

c. City of return: Various cities

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 attached

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: See attached)
- 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): See attached

2) Provide the reason for selecting the location of the event or trip: See attached

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: The Graduate Palo Alto Hotel City: Palo Alto Cost Per Night: \$245

Reason(s) for Selecting: Within nightly per diem limit and in close proximity to the events of the program.

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	\$800.00	\$735 (\$245/night)	\$148 (\$74/day)
For each Accompanying Family Member			

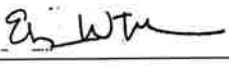
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$200	Ground transportation
For each Accompanying Family Member		

19. **Check only one:**

- a. I certify that I am an officer of the organization listed below; **OR**
- b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**

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

Signature:  Date: 02/27/2024
 Name: Eryn Witcher Tillman Title: Associate Director, Director
 Organization: Hoover Institution, Stanford University
 Address: 1399 New York Ave NW, 500, Washington DC, 20005
 Email: ewitcher@stanford.edu Telephone: (202) 760-3200

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel.requests@mail.house.gov.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Rossiter Casey O'Shea
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Hoover Institution at Stanford University
3. City and State **OR** Foreign Country of Travel: San Francisco, California
4. a. Date of Departure: 4/1/24 Date of Return: 4/4/24
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 Chief of Staff to Rep. Schneider, the multi-day seminar with leading experts in economic and foreign policy will help me to better understand the decisions we face in Congress.

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: 3/4/24

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 25, 2024

Mr. Rossiter Casey O'Shea
Office of the Honorable Bradley Schneider
300 Cannon House Office Building
Washington, DC 20515

Dear Mr. O'Shea:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Stanford, California, scheduled for April 1 to 4, 2024, sponsored by Stanford University.

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

HOUSE COMMITTEE ON ETHICS
PRIMARY TRIP SPONSOR FORM ADDENDUM
HOOVER INSTITUTION, STANFORD UNIVERSITY APRIL 2024 CONGRESSIONAL
FELLOWSHIP PROGRAM

Levon Bagramian	Director of Capital Markets Policy House Committee on Financial Services, Minority
John Bleed	National Security Advisor Rep. Blake Moore (UT-01)
Julia Block	Legislative Aide Rep. Diana Harshbarger (TN-01)
Clara Cargile	Legislative Director Rep. August Pfluger (TX-11)
Ben Chao	Legislative Director Rep. Jill Tokuda (HI-02)
Robert Edmonson	Chief of Staff Rep. Robert Garcia (CA-42)
Jeremy Gaertner	Professional Staff Member House Committee on Homeland Security
Megan Gultinan	Financial Services Policy Advisor Rep. Andy Barr (KY-06)
Brad Kane	Legislative Director Rep. Glenn Ivey (MD-04)
Ann Kowalewski	Senior Professional Staff Member House Foreign Affairs Committee
Leah Li	Senior Advisor Rep. Derek Kilmer (WA-06)
Jonathan Miller	Legislative Assistant Rep. Don Davis (NC-01)
Luke Nickless	Professional Staff Member House Budget Committee
Nels Nordquist	Staff Director House Committee on Financial Services, Majority

Ian O'Keefe	Communications Director Rep. Derek Kilmer (WA-06)
Casey O'Shea	Chief of Staff Rep. Brad Schneider (IL-10)
Deepa Patel	Senior Policy Advisor Rep. David Trone (MD-06)
Krystina Skurk	Communications Director Rep. Mark Green (TN-07)
Courtney Stevens	Professional Staff Member House Appropriations Subcommittee on Interior, Environment, and Related Agencies
Jamie Thompson	Senior Legislative Assistant Rep. Adam Schiff (CA-30)
Colin Yokanovich	Senior Policy Advisor Rep. Dan Crenshaw (TX-02)

12. The Hoover Institution is a department within Stanford University and is headquartered on Stanford University's campus where sessions will take place. Sessions are organized by Hoover Institution staff who are also Stanford employees. As a part of Stanford University, which is an institution of higher education committed to extending the frontiers of knowledge and solving real-world problems, the Hoover Institution is a research institution that, through its scholars and library and archives, promotes economic opportunity and prosperity. By convening the program on Stanford's campus, we will be able to include many of our Senior Fellows for substantive policy discussion with staff.

13. Attendees will receive Uber vouchers to cover ground transportation between SFO airport and the hotel while in California. A chartered group shuttle will be provided for transportation between the Graduate Palo Alto Hotel and Stanford's campus. All airfare will be coach class.

15. (b) 1. Meals have been arranged to comply with the full \$74 per diem rate for Santa Clara County.

(b) 2. The location of the Hoover Institution's headquarters on Stanford Campus will allow more California-based scholars to participate.

HOOVER INSTITUTION CONGRESSIONAL FELLOWSHIP PROGRAM | APRIL 2024

MONDAY, APRIL 1

Outbound flights | All times listed in local time

2:17 PM Depart IAD via United flight 2228	Levon Bagramian
5:21 PM Arrive at SFO	
5:10 PM Depart DCA via Alaska flight 7	Ian O'Keefe Deepa Patel
8:27 PM Arrive at SFO	
6:05 PM Depart DCA via United flight 395	John Bleed Julia Block Clara Cargile Ben Chao Robert Edmonson Jeremy Gaertner Brad Kane Ann Kowalewski Luke Nickless Nels Nordquist Casey O'Shea Krystina Skurk Jamie Thompson Colin Yokanovich
9:19 PM Arrive at SFO	
6:40 PM Depart PHL via United flight 2366	Megan Guiltinan
9:54 PM Arrive at SFO	

HOOVER INSTITUTION CONGRESSIONAL FELLOWSHIP PROGRAM | APRIL 2024

All meetings will be held at The Hoover Institution Stauffer Auditorium - 434 Galvez Mall, Stanford University
Programming times are listed in Pacific Time

TUESDAY, APRIL 2

7:45 AM

Group shuttle travels from Graduate Hotel to Hoover Institution at Stanford Campus

8:00 AM – 8:30 AM

Breakfast
Hatfield Courtyard

8:30 AM – 9:30 AM

The World According to China
Elizabeth Economy, Senior Fellow, will discuss Chinese foreign policy and its implications for the United States.

9:45 AM – 11:15 AM

War Games Simulation
Jacquelyn Schneider, Hoover Fellow, will conduct a wargaming exercise to demonstrate its role in international relations, how social sciences can guide its design and analysis, and future applications for policy problems.

11:30 AM – 12:30 PM

Strategy, Policy, and Peace in the Israel-Gaza War
Russell Berman, Senior Fellow, will discuss the war between Israel and Hamas and the role of the international community and the United States.

12:30 PM – 2:00 PM

Lunch
Hatfield Courtyard

2:00 PM – 3:00 PM

Revitalizing American Institutions
Brandice Canes-Wrone, Maurice R. Greenberg Senior Fellow, will share policy recommendations and considerations for the Legislative Branch to increase the effectiveness of American institutions and democratic practices including digital literacy and elections administration.

3:15 PM – 4:15 PM

NATO's Response to the Russian Invasion of Ukraine

Rose Gottemoeller, Research Fellow, will discuss nuclear security, Russian relations, the NATO alliance, EU cooperation, and nonproliferation.

4:30 PM – 5:30 PM

America's Global Strategy

Philip Zelikow, Senior Fellow, will discuss how the United States will contend with urgent transnational challenges.

6:00 PM – 7:30 PM

Dinner

WEDNESDAY, APRIL 3

7:45 AM

Group shuttle travels from Graduate Hotel to Hoover Institution at Stanford Campus

8:00 AM – 8:30 AM

Breakfast

Hatfield Courtyard

8:30 AM – 9:30 AM

Stanford Emerging Technology Review

Herb Lin, Hank J. Holland Fellow in Cyber Policy and Security, will share research from the Stanford Emerging Technology Review initiative which provides policy implications of frontier technologies that are shaping societies and economies — including space, semiconductors, sustainable technology, cryptography, artificial intelligence (AI), and others.

9:45 AM – 10:45 AM

The State of American Education

Margaret (Macke) Raymond, Distinguished Research Fellow, and Eric Hanushek, Paul and Jean Hanna Senior Fellow in Education, will discuss their research on K-12 issues, including policy challenges as a result of the global pandemic.

- 11:00 AM – 12:00 PM** **Inflation and Spending**
John Cochrane, Rose-Marie and Jack Anderson Senior Fellow, will discuss inflation, taxes, and spending.
- 12:00 PM – 1:00 PM** **Lunch**
Hatfield Courtyard
- 1:30 PM – 2:00 PM** **Library & Archives Presentation**
Jean McElwee Cannon, Exhibitions Manager, will show Hoover Library and Archives primary sources including Joan Quigley's notes for President Reagan, WWII diaries, and Records from William F. Buckley Jr.'s Firing Line.
- 2:15 PM – 3:15 PM** **Rethinking Defense Budgeting**
Michael Boskin, Wohlford Family Senior Fellow, will discuss how defense budgets can be improved at a time of growing budget deficits, debt, and elevated national security concerns in a more dangerous world.
- 3:30 PM – 4:45 PM** **China's Global Sharp Power**
Larry Diamond, William L. Clayton Senior Fellow, and Glenn Tiffert, Distinguished Research Fellow, will discuss their data-driven analysis and actionable solutions that equip decisionmakers to strike more resilient, balanced, and vigilant relationships with the People's Republic of China
- 5:00 PM – 6:00 PM** **Leadership**
General Jim Mattis, Davies Family Distinguished Fellow, will discuss the role of leadership and the strategic dilemmas that our nation faces.
- 6:15 – 7:45 PM** **Dinner**
Hatfield Courtyard

HOOVER INSTITUTION CONGRESSIONAL FELLOWSHIP PROGRAM | APRIL 2024

THURSDAY, APRIL 4

Return flights | All times listed in local time

<p>8:00 AM Depart SFO via Alaska flight 8</p> <p>4:10 PM Arrive at DCA</p>	<p>Ian O'Keefe Deepa Patel</p>
<p>8:35 AM Depart SFO via United flight 1954</p> <p>5:00 PM Arrive at DCA</p>	<p>John Bleed Julia Block Clara Cargile Ben Chao Robert Edmonson Jeremy Gaertner Megan Gultinan Ann Kowalewski Luke Nickless Nels Nordquist Casey O'Shea Jamie Thompson Colin Yokanovich</p>
<p>1:00 PM Depart SFO via United flight 1738</p> <p>9:02 PM Arrive at IAD</p>	<p>Levon Bagramian</p>

SATURDAY, APRIL 6

Return flights | All times listed in local time

<p>6:00 AM Depart SFO via United flight 561</p> <p>12:21 PM Arrive at ORD</p> <p>2:00 PM Depart ORD via United Flight 2640</p> <p>4:55 PM Arrive at DCA</p>	<p>Krystina Skurk</p>
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February 27, 2024

Dear Casey,

We are pleased to inform you that you have been selected to participate in the Hoover Institution's Congressional Fellowship Program from April 2-4, 2024. This program includes seminars on Stanford University's campus in Palo Alto, where Hoover scholars will lead policy sessions on some of the most pressing issues of today.

These sessions will challenge you to learn from and debate key philosophical and policy issues with some of the nation's leading thinkers and practitioners. As a participant you will receive round-trip airfare, ground transportation in California, lodging near Stanford's campus, and those meals that are part of the program.

For your planning purposes, expect to arrive at SFO on the evening of Monday, April 1 and depart the morning of Thursday, April 4.

To proceed, please confirm your agreement to attend by completing [this form](#) by the close of business on Friday, March 1. Due to ethics rules, to maintain your spot, it is imperative that you complete this form on time.

Following completion, you will receive email instructions on how to book your flight. Once your flight is secured, we will provide the remainder of your ethics paperwork for submission **to your ethics committee for review by Monday, March 4.**

If you have any questions, do not hesitate to contact Victoria Guzman (vmguzman@stanford.edu). We look forward to and expect an excellent program.

Sincerely,

Sarah Delahunty
Senior Manager, Government Relations
Hoover Institution, Stanford University