

# 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](mailto: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: Kevin Koo
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: Wednesday, April 24, 2024 Return: Saturday, April 27, 2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, D.C. Destination: Austin, Texas Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Center Forward
6. Describe Meetings and Events Attended: Met with researchers, business and academic leaders, and start-up founders with a presence in the Greater Austin area.
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: May 7, 2024

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Representative Lizzie Fletcher Date: May 7, 2024

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: Center Forward

2. Travel Destination(s): Austin, Texas

3. Date of Departure: Wednesday, April 24th, 2024 Date of Return: Saturday, April 27th, 2024

4. Name(s) of Traveler(s): Kevin Koo


*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	\$729.57	\$510	\$219	*All air and ground transportation included*
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:  Date: Saturday, April 27th, 2024

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: 1214A Ingleside Ave, McLean, VA 22101

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.

# COMMITTEE ON ETHICS

## TRAVELER FORM

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

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

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Kevin Koo

**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): Representative Lizzie Fletcher

Office Address: 346 Cannon House Office Building, Washington, DC 20515

Telephone Number: (202) 225-2571

Email Address of Contact Person: kevin.koo@mail.house.gov

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

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

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

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

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Kevin Koo
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: Austin, TX
4. a. Date of Departure: Wednesday, April 24th, 2024 Date of Return: Saturday, April 27th, 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 a Legislative Assistant for a Member of the Energy and Commerce Committee, Mr. Koo can provide insights on Congress's work to expand infrastructure for electrification projects, while maintaining sustainable and secure service.  
\_\_\_\_\_  
\_\_\_\_\_
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: 03/25/2024

# 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 attached supplemental form.**

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

6. Date of Departure: Wednesday, April 24th, 2024 Date of Return: Saturday, April 27th, 2024

7. a. City of departure: Washington, D.C.

b. Destination(s): Austin, TX

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:  
**Please see attached supplemental form.**
- 

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): \$60 for full programming days, \$45 for one travel day
    - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
**Please see attached supplemental form.**
- 

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

Hotel Name: Stephen F. Austin Sonesta City: Austin Cost Per Night: \$170  
 Reason(s) for Selecting: Central location to downtown Austin and surrounding manufacturing sites with

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 <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$400.00	\$510.00	\$165.00
For each Accompanying Family Member	N/A	N/A	N/A


	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$0.00	Air and ground transportation included above. <input checked="" type="checkbox"/>
For each Accompanying Family Member	N/A	N/A

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: March 20, 2024  
 Name: Riley Kilburg Title: Executive Director  
 Organization: Center Forward  
 Address: 1214A Ingleside Avenue, McLean, VA 22101  
 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

April 22, 2024

Mr. Kevin Koo  
Office of the Honorable Lizzie Fletcher  
346 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Koo:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Austin, Texas, scheduled for April 24 to 27, 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





Center Forward Spring Innovation Conference  
Austin, Texas — Wednesday, April 24 - Saturday, April 27, 2024  
Conference Agenda

Center Forward Contact Information

Cori Kramer | (202) 550-0888 | cori@center-forward.org  
Eddie Huck | (317) 979-1185 | eddie@center-forward.org  
Daniel Garza | (770) 827-0242 | daniel@center-forward.org  
Ciara Nolan | (248) 212-4173 | ciara@center-forward.org

**Wednesday, April 24, 2024**

**\*\*Suggested Attire: Business Casual.** Please note that we will be traveling straight to our first site visit after landing in Austin.

- 8:32 am ET** Staff departs Washington Dulles International Airport (IAD)  
United Airlines Flight 381 | 3 h 35 min flight time
- 11:07 am CT** Staff arrives at Austin-Bergstrom International Airport (AUS)  
*Center Forward staff members will greet you at the barrier immediately as you walk into the Arrivals Hall. After everyone has gathered, our driver will depart the airport.*
- 11:45 am - 12:05 pm** Depart Austin-Bergstrom International Airport for Capital Factory via shuttle (20 mins). In transit, a member of the Center Forward team will brief attendees on the venture capital ecosystem in Austin and local cultural institutions that have made the region a central location for startup growth.  
  
Capital Factory | 701 Brazos St, Austin, TX 78701

**12:05 pm - 12:15 pm** Arrive and check-in at Capital Factory

**12:15 pm - 1:00 pm** Tour of Capital Factory Coworking Space and Project Floor

*Capital Factory has been the most active early-stage investor and business incubator in Texas since 2010. In addition to venture investments, Capital Factory provides a co-working space for thousands of entrepreneurs, programmers, and designers.*

*In a walking tour, attendees will explore four project floors at Capital Factory, hear startup pitches, and meet stakeholders from portfolio companies along the way.*

Speakers include:

- Meg Vrabel, Chief Operations Officer, Capital Factory
- Greg Talamantez, VIP Coordinator, Capital Factory

**1:00 pm - 2:15 pm** Lunch, Presentation, and Discussion - Dual-Use Innovation

*Capital Factory works closely with the Department of Defense and Army Futures Command to develop and deploy innovative technologies both in the national security complex and the private sector. Attendees will hear from DoD innovation leaders how they collaborate between military branches and with private startups; their success stories, challenges, and the vision for dual-use innovation.*

*Attendees will also hear from Capital Factory leadership about their role in supporting the venture capital ecosystem across industries in Texas and around the country. Q&A will be included.*

Speakers include:

- Joshua Baer, Founder and Chief Executive Officer, Capital Factory
- Gordon Daugherty, Co-Founder and Chairman, Capital Factory
- Alex Goldberg, Joint Innovation Officer and DARPA Fellow, Defense Innovation Unit
- Dr. Casey Pearly, Director, Army Applications Laboratory
- Stephen “Casey” Plew, Director, NavalX

**2:15 pm - 2:40 pm** Depart Capital Factory en route to Dell, Inc. Headquarters via shuttle (25 min)

Dell, Inc. Headquarters | 200 Dell Way, Round Rock, TX 78664

- 2:40 pm - 2:45 pm** Arrive and check-in at Dell, Inc. Headquarters
- 2:45 pm - 3:15 pm** Tour of Dell Product Testing Center
- Participants will tour Dell's Product Testing Center, see new products coming to market, and learn about the development of consumer technology devices.*
- 3:15 pm - 4:30 pm** Presentation and Discussion - Sustainably Integrating Next-Generation Technologies
- Leaders from Dell will share new developments for their consumer products line about how Dell is working to implement advanced technologies like AI into their consumer products and build sustainable supply chains.*
- Speakers include:
- Dr. Alyson Freeman, Customer Innovations Lead for Sustainability and ESG, Dell
  - Bharat Patel, Solutions Architect for End-User Workload & Technology Solutions, Dell
  - Michael Shepherd, Senior Distinguished Engineer for the Chief Technology Office, Dell
- 4:30 pm - 5:00 pm** Depart Dell, Inc. en route to the Stephen F. Austin Sonesta via shuttle (30 min)
- Stephen F. Austin Sonesta | 701 Congress Ave, Austin, TX 78701
- 5:00 pm** Arrive and check-in at Stephen F. Austin Sonesta
- 5:00 pm - 6:15 pm** Break
- 6:15 pm - 6:30 pm** Depart Stephen F. Austin Sonesta en route to Lambert's Downtown Barbecue walking (15 min)
- Lambert's Downtown Barbecue | 401 W 2nd St, Austin, TX 78701
- 6:30 pm - 8:30 pm** Welcome Dinner
- Cori Kramer will give brief welcome remarks and walk through the agenda for the following two days. Remarks will focus on the mission of Center Forward, prior conferences and results, and the importance of bipartisanship and pragmatic governing in the current political climate.*

**8:30 pm - 8:45 pm**

Depart Lambert's Downtown Barbecue en route to Stephen F. Austin Sonesta walking (15 min)

Stephen F. Austin Sonesta | 701 Congress Ave, Austin, TX 78701

**Thursday, April 25, 2024**

**BREAKFAST IN STEPHEN F.'s BAR & TERRACE**

Breakfast is available available in Stephen F.'s Bar & Terrace starting at 7:30 am

\*\*Located on Floor 2\*\*

***\*\*Business Casual attire. Closed-toed shoes and long pants will be required. Please bring a government ID.***

**8:40 am** Attendees meet in the hotel lobby to depart for Advanced Micro Devices (AMD)

**8:45 am - 9:00 am** Depart the Stephen F. Austin Sonesta en route to AMD via shuttle (15 min). In transit, a member of the Center Forward team will brief attendees on the basic functions of semiconductors and their consumer and commercial applications, as well as recent legislation and federal investments in building a domestic semiconductor supply chain.

AMD | 7171 Southwest Pkwy, Austin, TX 78735

**9:00 am - 10:15 am** AMD Customer Engagement Center Presentation and Discussion

*AMD is a lead designer of semiconductors and computer processors. Representatives will lead a tour of their Austin Site Customer Engagement Center where attendees will see the end products manufactured from AMD's designs in consumer devices and applications. These include personal computers, gaming systems, health diagnostic and monitoring devices, appliances, and automobiles.*

*Engineering leads and public policy professionals will brief attendees on the core technologies at work in semiconductors, along with how they are designed and eventually incorporated into consumer and commercial applications. The discussion will also cover AI-specific semiconductors, the global supply chain, and federal investments to onshore the supply chain for sensitive technologies to keep the U.S. competitive on the global stage.*



Speakers include:

- Mark Fuselier, Senior Vice President of Technology and Product Engineering, AMD
- Kim Vo, Corporate Vice President, AMD

**10:15 am - 11:15 am** Facility Tours at AMD

*Representatives from AMD will lead small group tours through some of AMD's testing labs, where they design and test the capacity of semiconductors and computer processors.*

**11:15 am - 11:45 am** Depart AMD en route to Applied Materials via shuttle (30 min). In transit, a member of the Center Forward team will brief attendees on the current global supply chain of semiconductors, touching on major suppliers, industry shortages and bottlenecks, new growth, and potential geopolitical threats that could jeopardize this sensitive industry.

Applied Materials | 10601 Giles Ln, Austin, TX 78754

**11:45 am - 12:00 pm** Arrive, check-in, and safety briefing at Applied Materials

*After check-in, attendees will be given PPE and a safety briefing for a walking tour of a working factory floor*

**12:00 pm - 12:45 pm** Tour of Applied Materials facilities

*Representatives from Applied Materials will lead attendees on a walking tour of their manufacturing facilities in small groups. Guests will observe the construction and assembly processes for heavy machinery and equipment that are used in semiconductor fabrication plants.*

**12:45 pm - 2:15 pm** Lunch Presentation and Discussion - The Foundations of a Global Tech Supply Chain

*Applied Materials is a leading supplier of equipment and machinery used to manufacture semiconductors, computer processors, and other base components of technology products. Building on the topics covered in AMD's presentation on semiconductor design and usage, representatives from Applied Materials will provide a broader context to the supply chain for critical technology.*

*Topics of discussion will include international trade, tax incentives, sustainability, and workforce development to support a growing*

*technical industry. Attendees will listen to a presentation over lunch and have the opportunity to join in Q&A.*

Speakers include:

- David Immenhauser, Vice President of Operations, Applied Materials

**2:15 pm - 2:25 pm**

Depart Applied Materials en route to Samsung Semiconductor via shuttle (10 min)

Samsung Semiconductor | 12100 Samsung Blvd, Austin, TX 78754

**2:25 pm - 2:30 pm**

Arrive and check-in at Samsung Semiconductor

**2:30 pm - 3:30 pm**

Tour and Presentation - History of the Semiconductor Industry and a Look Inside a Working Fabrication Plant (Fab)

*For twenty-eight years, Samsung has developed and built semiconductors and other critical products in the Austin area. Conference attendees will have the opportunity to observe Samsung's North Austin facility from an observation deck. Representatives from Samsung will also provide a presentation on the history of the semiconductor industry in Central Texas and updates on the construction of their larger fabrication plant being built in Taylor, Texas.*

Speakers include:

- Jon Taylor, Corporate Vice President of Fab Engineering and Yield Enhancement, Samsung Semiconductor

**3:30 pm - 4:45 pm**

Roundtable Discussion - Semiconductor Industry Partners on a Robust and Competitive Global Market

*Speakers from Samsung Semiconductor and other industry partners will share perspectives from semiconductor designers, upstream suppliers, downstream customers, and other manufacturers in a discussion on the global semiconductor industry. Topics will include geopolitical threats and tensions that could disrupt supply chains with respect to China and Taiwan, U.S. investments and recent legislation, and the national and global workforce development to support the growing demand for these products.*

Speakers include:

- Jon Taylor, Corporate Vice President of Fab Engineering and Yield Enhancement, Samsung Semiconductor

- *Additional speakers to be confirmed*

**4:45 pm - 5:15 pm**

Meet and Greet with Semiconductor Companies

*Attendees will have the opportunity to meet and speak with the representatives from semiconductor manufacturers and other industry partners.*

**5:15 pm - 5:45 pm**

Depart Samsung Semiconductor en route to the Stephen F. Austin Sonesta via shuttle (30 min)

Stephen F. Austin Sonesta | 701 Congress Ave, Austin, TX 78701

**5:45 pm - 6:45 pm**

Break

**6:45 pm - 7:00 pm**

Depart Stephen F. Austin Sonesta en route to Café Blue walking (15 min)

Café Blue | 340 East 2nd St, Austin, TX 78701

**7:00 pm - 9:00 pm**

Dinner - Building the Workforce to Support Onshoring Advanced Manufacturing

*The process of building semiconductors is highly sensitive and requires some of the most advanced engineering and manufacturing technologies in the world. Onshoring this critical supply chain will demand a technical workforce greater than the current U.S. labor market can supply. Leaders from the Texas Institute of Electronics (TIE) at the University of Texas at Austin will join attendees for dinner and a presentation on UT's efforts to build a local talent pool and expand the technical workforce to support this growing industry in Central Texas and elsewhere in the U.S.*

Speakers include:

- John Schreck, Chief Executive Officer, Texas Institute of Electronics, University of Texas
- S.V. Sreenivasan, Founder and Chief Technology Officer, Texas Institute of Electronics, University of Texas

**9:00 pm - 9:15 pm**

Depart Café Blue en route to the Stephen F. Austin Sonesta walking (15 min)

Stephen F. Austin Sonesta | 701 Congress Ave, Austin, TX 78701

**Friday, April 26th, 2024**

**BREAKFAST IN STEPHEN F.'s BAR & TERRACE**

Breakfast is available available in Stephen F.'s Bar & Terrace starting at 7:30 am  
\*\*Located on Floor 2\*\*

**\*\*Business casual attire for the day. Government ID required.**

**8:45 am** Attendees meet in the hotel lobby to depart for the University of Texas (UT) Energy Institute

**8:50 am - 9:00 am** Depart the Stephen F. Austin Sonesta en route to UT Energy Institute via shuttle (10 min)

University of Texas Energy Institute | Flawn Academic Center, 2304 Whitis Ave, Austin, TX 78712

**9:00 am - 10:00 am** Campus Tour - Carl J. Eckhardt Combined Heating Power Complex

*The Carl J. Eckhardt Complex powers the entire UT Austin campus, supplying electricity to more than 79,000 students and faculty in 240 buildings on a 40-acre campus, all on an independent microgrid that can be disconnected and run distinct of the greater City of Austin's electric grid.*

*Campus guides will explain the basic mechanics of a combined heating power complex and the improved efficiency and reliability from a standard power plant. Leaders will also discuss grid management and upkeep, and UT's plans to improve the plant's output as the campus continues to grow.*

Speakers include:

- Xavier Rivera Marzán, Executive Director of Utilities and Energy Management, University of Texas

**10:00 am - 11:15 am** Presentation and Discussion - The Energy Institute at UT Austin: Student-Lead Entrepreneurship and Innovation Solving Energy Security

*UT's Energy Institute serves to coordinate efforts between the school's numerous departments and programs working to improve energy security and sustainability. The Energy Insitute manages collaboration between the Permian Energy Development Lab working on both fossil fuel and renewable energy production in the region, the High Velocity Hub for researching hydrogen power systems, and Tex-E, the entrepreneurship program to support student-driven innovation.*

Speakers include:

- Brian Korgel, Director, University of Texas Energy Insitute

**11:15 am - 11:30 am** Depart the UT Energy Institute en route to EnergyX R&D Laboratories via shuttle (15 min)

EnergyX R&D Laboratories | 1624 Headway Circle, Austin, TX 78754

**11:30 am - 12:15 pm** Tour - EnergyX R&D Labs

*EnergyX is a technology and energy exploration company. They have invented a new method for mining lithium and other critical minerals using the byproducts from fossil fuel extraction. Critical minerals are a core component for battery and electronics manufacturing and critical to building storage and capacity for renewable energy sources and meeting goals to address climate risks.*

*After checking in and breaking into small groups, representatives from EnergyX will lead attendees on a walking tour of the R&D labs. Groups will talk with engineers, see virtual demonstrations of EnergyX's technologies, and learn how EnergyX is strengthening the supply chain for renewable energy storage and other critical industries.*

**12:15 pm - 1:30 pm** Lunch Presentation and Discussion - Pioneering New Sources for Critical Minerals

*Representatives from EnergyX will speak on their new methods for lithium mining and the potential to shift the global market for critical*



*minerals. The conversation will touch on international trade and security with regard to these resources, downstream applications and impacts of critical mineral supplies, and federal government incentives to expand the use of new technologies like EnergyX has created.*

Speakers include:

- Milda Saenz, Chief of Staff, EnergyX
- Courtney Sparling, Senior Brand Marketing Manager, EnergyX

**1:30 pm - 2:00 pm**

Depart EnergyX en route to the Tesla Gigafactory via shuttle (30 min). In transit, a member of the Center Forward team will review some of the topics discussed at EnergyX and introduce new initiatives to use large batteries in consumer products, like electric vehicles (EVs) as an innovative means of storing renewable energy where supply is not consistently reliable.

Tesla Gigafactory | 1 Tesla Rd, Austin, TX 78725

**2:00 pm - 2:15 pm**

Arrive, check-in, and shuttle at Tesla gigafactory.

*After checking-in, attendees will board a shuttle to the tour and presentation site*

**2:15 pm - 3:00 pm**

Presentation - Overview of Tesla's Austin Gigafactory, Supply Chain Management, and EV Infrastructure

*Representatives from Tesla will brief attendees on the gigafactory campus, their different divisions, and what groups will see on their tour. This presentation will provide an overview of Tesla's supply chain management and touch on Tesla's work to improve battery design and electric vehicle (EV) charging infrastructure for the industry, broadly.*

*Tesla has also taken special measures to build its own technical workforce in the Austin area. The presentation will also overview their workforce development program, targeting local high school students, providing free on-the-ground technical training and a job guarantee for graduates considering careers without college degrees.*

Speakers include:

- Zach Hill, Social Impact Manager, Public Policy and Business Development, Tesla

- Karen Steakley, Senior Manager, Policy & Business Development, Tesla
- Tiffanie Tellez, Senior Workplace Specialist, Tesla

**3:00 pm - 3:45 pm**

Tour of Tesla Gigafactory

*Conference participants will be split into small groups for a partial tour of Tesla's Austin Campus. Groups will observe the manufacturing lines for the Tesla Cybertruck and Model Y, the processes for battery pack manufacturing and installation, and a broad overview of how Tesla's cars are made from individual parts to a finished product.*

**3:45 pm - 5:05 pm**

Demonstrations and Simulation - Self-Driving Cars Using AI and Spatial Computing

*Tesla representatives will provide a brief explanation of the spatial awareness and computing technology that is being designed and fine tuned to achieve fully autonomous self-driving cars. Attendees will have the opportunity to ride in pilot vehicles on a controlled test course.*

**5:05 pm - 5:35 pm**

Depart Tesla Gigafactory en route to Stephen F. Austin Sonesta via shuttle (30 min)

Stephen F. Austin Sonesta | 701 Congress Ave, Austin, TX 78701

**5:35 pm - 6:30 pm**

Break

**6:30 pm - 6:45 pm**

Depart Stephen F. Austin Sonesta en route to ATX Cocina walking (15 min)

ATX Cocina | 110 San Antonio St #170, Austin, TX 78701

**6:45 pm - 8:45 pm**

Dinner - Local Investment in Critical Industries with the Austin Chamber of Commerce

*Representatives from the Austin Chamber of Commerce will discuss a recent influx of funding to critical industries, infrastructure, and manufacturing projects in Austin through the Department of Defense, the CHIPS and Science Act, and other recent legislation. The discussion will provide insights into what makes Austin an especially ripe target for investment, how the city's culture and other institutions have propelled successful growth and innovation, and the trickle-down impacts of this investment to other local industries.*

Speakers include:

- Travis Krogman, Vice President of State and Federal Relations, Greater Austin Chamber of Commerce

**8:45 pm - 9:00 pm**

Depart ATX Cocina en route to Stephen F. Austin Sonesta walking (15 min)

Stephen F. Austin Sonesta | 701 Congress Ave, Austin, TX 78701

**Saturday, April 27th, 2024**

**9:50 am - 10:05 am** Staff depart Stephen F. Austin Sonesta en route to Austin-Bergstrom International Airport via shuttle (15 min)

Austin-Bergstrom International Airport (AUS) | 3600 Presidential Blvd, Austin, TX 78719

**12:14 pm CT** Staff depart Austin-Bergstrom International Airport (AUS) United Airlines Flight 400 | 3h 11m flight time

**4:25 pm ET** Staff arrives at Washington Dulles International Airport (IAD)

**Private Sponsor Travel Certification Form: Supplemental**

First	Last	Title	Affiliation	Reason
Mimi	Bair	Legislative Director	Office of Representative Jodey Arrington	As Legislative Director of the Chair of the House Budget Committee, Ms. Bair can provide insights on the room for federal support to investments in critical innovative industries.
Dahvi	Cohen	Legislative Assistant	Office of Representative Adam Schiff	As a Legislative Assistant to a member of the Judiciary Committee, Ms. Cohen can speak to federal protections and incentives for sharing intellectual property, which is essential to innovation and new business growth.
Matthew	Duglin	Deputy Legislative Director and Counsel	Office of Representative Don Bacon	As Legislative Director to a Member of the Armed Services Committee, Mr. Duglin can speak to the Department of Defense's investments in emerging technologies as a part of the national security apparatus.
Earl	Flood	Legislative Director and Counsel	Office of Representative Robin Kelly	As Legislative Director to a Member of the Energy and Commerce Committee, Mr. Flood can share perspectives on how the government is approaching regulations on new and emerging technologies.
Abe	Friedman	Senior Policy Advisor	Office of Representative Suzan DelBene	As Senior Policy Advisor to a Member of the Ways and Means Committee, Mr. Friedman can offer insight on Congress's efforts to incentivize international trade cooperation for critical supply chains, including semiconductors and computer processors.
Aaron	Groce	Legislative Director	Office of Representative Sean Casten	As Legislative Director for a Member of the Financial Services Committee, Mr. Groce can speak to the financial incentives for investing in startups and early-stage companies bringing innovations to the market.
Harrison	Jumper	Senior Legislative Assistant	Office of Representative Chrissy Houlahan	As Senior Legislative Assistant to a Chair of the Climate Solutions Caucus, Mr. Jumper can speak to bipartisan efforts to create sustainable and secure energy solutions.



Kevin	Koo	Legislative Assistant	Office of Representative Lizzie Fletcher	As a Legislative Assistant for a Member of the Energy and Commerce Committee, Mr. Koo can provide insights on Congress's work to expand infrastructure for electrification projects, while maintaining sustainable and secure service.
Sam	Kuebler	Legislative Director	Office of Representative Maria Elvira Salazar	As Legislative Director to a Member of the Foreign Relations Committee, Mr. Kuebler can offer insights on the multilateral cooperation to build secure semiconductor supply chains.
Lindsay	Linhares	Legislative Director	Office of Representative Julia Letlow	As Legislative Director for a Member of the Education and Workforce Committee, Ms. Linhares can speak to the efforts to expand the domestic technical workforce to support the growing demand of industries including energy, manufacturing, and technology.
Sean	McCabe	Legislative Director	Office of Representative Anthony D'Esposito	As Legislative Director to a Member of the Transportation and Infrastructure Committee, Mr. McCabe can share perspectives on federal efforts to regulate self-driving and electric vehicles.
Maddie	Mitchell	Legislative Director	Office of Representative Jen Kiggans	As Legislative Director for a Member of the Natural Resources Committee, Ms. Mitchell can offer insights on Congress' work to build secure supply chains for critical minerals.
Ngoc	Nguyen	Legislative Director	Office of Representative Lou Correa	As Legislative Director to a Member of the Judiciary Committee, Ms. Nguyen can speak to the Committee's work on antitrust regulation and efforts to ensure an open, competitive marketplace for innovative young businesses.
George	Pulizzi	Legislative Assistant	Office of Representative Jim Banks	As a Legislative Assistant to a member of the House Select Committee on Competition with the Chinese Communist Party, Mr. Pulizzi can provide insights on U.S. efforts to stay ahead in competitive industries, including technology, artificial intelligence, and semiconductors.
Owen	Reilly	Legislative Director	Office of Representative Joe Morelle	As Legislative Director to a Member of the Appropriations Committee, Mr. Riley can speak to federal investments supporting energy development.

Amanda	Shoopman	Legislative Correspondent	Office of Representative Dan Crenshaw	As a Legislative Correspondent to a Member of the Energy and Commerce Committee, Ms. Shoopman can offer insights on federal incentives for onshoring sensitive manufacturing supply chains.
Melody	Tan	Senior Policy Advisor	Office of Representative Jennifer McClellan	As Senior Policy Advisor to a Member of the Science, Space, and Technology Committee, Ms. Tan can offer perspectives on Congress's priorities to build a secure critical minerals supply chain that will support sustainable energy solutions.
Joe	Zanoni	Counsel	Office of Representative Zoe Lofgren	As Counsel to the Ranking Member of the Science, Space, and Technology Committee, Mr. Zanoni can provide insight on the Committee's work to regulate the development of artificial intelligence technologies.

12. Sponsor's interest in the subject matter and role in organizing the trip:  
Center Forward's Innovation Conference is being convened to bring together a bipartisan group of senior legislative staffers from the House of Representatives to discuss innovation and development in America's critical industries and how the federal government can foster business growth and further scientific progress. 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, their staffs, 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 venture capital ecosystem, innovative technologies in national defense, artificial intelligence applications for consumer technologies, supply chain onshoring and international competitiveness for semiconductors, solutions for energy security and efficiency, new sources for critical mineral supply chains, electric vehicle manufacturing, autonomous driving, and workforce development initiatives to support sensitive and growing industries. Conference attendees will be senior legislative staffers from House member offices, and will speak with researchers, business leaders, startup founders, academics, and local government officials in the Austin area.

15.b.2) Provide the reason for selecting the location of the event or trip:  
Austin, Texas was selected as the location for the location of this conference to give attendees an on-the-ground experience in one of America's largest innovation hub cities. The Greater Austin area has been the recipient of substantial government investment and funding to support the growth of sensitive industries in recent years, including semiconductors, technology, and defense. Coupled with a world-class university and remarkable population growth, some of the most innovative and successful American companies have chosen to make a home in Austin. Throughout the conference, attendees will see the results of investment in these industries and learn about the unique culture that attracts business growth and talent from across the country.