COMMITTEE ON

EMPLOYEE POST-TRAVEL DISCLOSURE FORM \square Original \square 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 donot 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: Michael O Corner
2.	a. Name of Accompanying Relative:OR \(\sum \) None
	b. Relationship to Traveler: Spouse Other (specify):
3.	a. Dates: Departure: June 16, 2024 Return: June 18, 2024
	b. Dates at Personal Expense, if any:OR \times None
4.	Departure City: Washington, DC Destination: Virginia Beach Return City: Washington, DC
5.	Sponsor(s), Who Paid for the Trip: Congressional Inshituk
6.	Describe Meetings and Events Attended: Uell-organized, topical Sessions about
	Describe Meetings and Events Attended: Uell-organized, topical sessions about what issues we deal with in our jobs + good proflessional
7.	Attached to this form are <i>each</i> of the following, <i>signify that each item is attached by checking the corresponding box</i> :
	a. a completed Sponsor Post-Travel Disclosure Form;
	b. the <i>Primary Trip Sponsor Form</i> completed by the trip sponsor <i>prior</i> to the trip, <i>including all</i> attachments <i>and</i> the <i>Additional Sponsor Form(s)</i> ;
	c. page 2 of the completed <i>Traveler Form</i> 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:
	ertify that the information contained on this form is true, complete, and correct to the best of my knowledge.
Sig	nature of Traveler: Date: 6/28/24
Dis	athorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Sponsor Post-Travel sclosure Form</i> were necessary and that the travel was in connection with the employee's official duties and would not atte the appearance that the employee is using public office for private gain.
Na	me of Supervising Member: Steve Scalise Date: 6/28/24
Sig	nature of Supervising Member:

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original	Amendment
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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.

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. Congressional Institute Sponsor(s) who paid or provided in-kind support for the trip: Travel Destination(s): Virginia Beach, VA Date of Return: June 18, 2024 Date of Departure: June 16, 2024 4. Name(s) of Traveler(s): See attached list Note: You may list more than one traveler on a form only if all information is identical for each person listed. 5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4: Total Transportation Total Lodging Total Meal Total Other Expenses Expenses Expenses Expenses (dollar amount per item and description) Traveler n/a \$591 \$165 \$659 - Room Rental Accompanying n/a n/a n/a n/a 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. June 26, 2024 Name: Kelle Strickland Title: President & CEO Organization: Congressional Institute I am an officer of the above-named organization. Signify statement is true by checking box. Address: 1700 Diagonal Road #300, Alexandria, VA 22314 Telephone: 703-837-8812 Email: amym@conginst.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

COMMITTEE ON ETHICS

TRAVELER FORM

1.	Name of Traveler: Michael D. Corner
2.	Sponsor(s) who will be paying or providing in-kind support for the trip: (ongressional Institute
3.	City and State OR Foreign Country of Travel: Virginia Beach, VA
4.	a. Date of Departure: June 16, 2024 Date of Return: June 19, 2024
	b. Yes No Will you be extending the trip at your personal expense?
	If yes, list dates at personal expense:
5.	a. Yes \(\simega\) No \(\simega\) 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:
	(3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age?
6.	a. Yes Did the trip sponsor answer "Yes" to Question 8(c) on the <i>Primary Trip Sponsor Form</i> (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. Deputy Communications Director 1 It's important for me to attend this trip to best perform my job since my role requires me to interact with third and be on the same page
9.	, — — — — — — — — — — — — — — — — — — —
10	planning, organizing, requesting, or arranging the trip? Skills Hey? For staff travelers, to be completed by your employing Member:
10	D. For staff travelers, to be completed by your employing Member: ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
di tr aj	hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my irect supervision, to accept expenses for the trip described in this request. I have determined that the above-described avel is in connection with my employee's official duties and that acceptance of these expenses will not create the opearance that the employee is using public office for private gain. Date: 5/8/24

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

June 18, 2024

Mr. Michael Comer Office of the Majority Leader H-329, The Capitol Washington, DC 20515

Dear Mr. Comer:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Virginia Beach, Virginia, scheduled for June 16 to 18, 2024, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest Chairman

Susan Wild Ranking Member

MG/SW:mc

PRIMARY TRIP SPONSOR FORM

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.

tut	ure trips. Signatures must comply with section 104(bb) of the Travel Regulations.
1.	Sponsor who will be paying for the trip:
	Congressional Institute
2.	I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent Signify that the statement is true by checking box.
3.	Check only one. I represent that:
	a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; OR
	b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; OR
	c. The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended
	directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
	If "c" is checked, list the names of the additional sponsors:
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide
	an explanation of why the individual was invited (include additional pages if necessary):
	See addendum & attached invitation list
5.	Yes No I Is travel being offered to an accompanying family member of the House invitee(s)?
6.	Date of Departure: June 16, 2024 Date of Return: June 18, 2024
7.	a. City of departure: Washington, DC
	b. Destination(s): Virginia Beach, VA
	c. City of return: Washington, DC
8.	Check only one. I represent that
	a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; OR
	b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; OR
	c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance
	at a one-day event <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> 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). <i>Indicate agenda is attached by checking box</i> .
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 <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip <i>and</i> its role in organizing and/or conducting the trip:
	See addendum
13.	Answer parts a and b. Answer part c if necessary:
	a. Mode of travel: Air 🗆 Rail 🗀 Bus 🔳 Car 🗀 Other 🗀 (specify:)
	b. Class of travel: Coach Business First Charter Other (specify:
	c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal
	or recreational activities of the invitee(s). Signify that the statement is true by checking box.
15.	Check only one. I represent that either:
	a. The trip involves an event that is arranged or organized <i>without regard</i> 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 <i>with regard</i> to congressional
	participation. If "b" is checked:
	1) Detail the cost <i>per day</i> of meals (approximate cost may be provided):
	2) Provide the reason for selecting the location of the event ortrip: Relative proximity to DC and capacity to handle a large event
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
	Hotel Name: Marriott Virginia Beach Oceanfront City: Virgnia Beach, VA Cost Per Night: \$222 +taxes
	Reason(s) for Selecting: proximity to DC, availability, security & facility size
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting:
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting:

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking the box.

18. Total Expenses for each Participant:

☐ 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	\$141	\$591	\$164				
For each Accompanying Family Member	\$141	n/a	\$164				

	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	\$656	Room Rental
For each Accompanying Family Member	\$656	Room Rental

19. Check only one:

- a. I certify that I am an officer of the organization listed below; OR
- b. \square *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: Bush & Buler	Date:	May 2, 2024
Name: Brenda Becker	Title:	Chair
Organization: Congressional Institute	-	
Address: 1700 Diagonal Road #300, Alexandria, VA 22314		
Email: amym@conginst.org	Telephone: _7	703-837-8812

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

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

See attached invitation list. This Congressional Institute sponsored conference focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors in House Majority committee offices as well as select leadership staff.

Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Chiefs of Staffs play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) does not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$656 as disclosed on the sponsor form.

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register for the Chiefs of Staff Conference!

Date: May 1, 2024 at 3:17 PM To: amym@conginst.org



The Congressional Institute is pleased to invite you to the

2024 Chiefs of Staff Conference

LEAD | SERVE | EXCEL

Sunday, June 16, 2024 - Tuesday, June 18, 2024

Marriott Virginia Beach Oceanfront Virginia Beach, VA With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

This year's conference kick-off falls on Father's Day. Understanding the importance of work-life balance, the hotel extends, based on hotel availability, an invitation to arrive before the conference or stay after its conclusion. Please note that any additional stay beyond the conference dates will be at your expense.

Please click on the link below to register!

REGISTER NOW

UNABLE TO ATTEND

Email Address: */email/*
Access Code: */other id/*

Ethics Forms are due Friday, May 17, 2024
Instructions: Complete the first two pages of the traveler form and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics.

You may always withdraw your paperwork.

DOWNLOAD ETHICS FORMS

Pre-Travel Ethics Filing Deadline (5/17/24) Chiefs of Staff Conference (6/16/24 - 6/18/24) Post-Travel Filing Deadline (7/3/24)

Please contact Amy Hinderliter with questions or call the Congressional Institute at 703-837-8812.



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

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To unsubscribe from this mailing list, please click here

COS2024 - Invited Hill Staff

Office of Rep Molinaro	Chief of Staff	Bishop	
Office of Rep. Jackson		Billman	Jeff
Office of Rep. Newhouse			Amanda
Office of Speaker Johnson	r to the Chief of Staff	Bienvenu	Claire
Office of Speaker Johnson		Ben	Chis
Office of Rep. Hill	man all solem moved. The second section of the sec	Bennett	Brooke
Office of Rep. Estes	Chief of Staff Office	<u>Re</u>	Joshua
House Committee on Rules	Staff Director House	Belair	Jennifer
Office of Rep. Scalise	Chief of Staff	Bel Miller	Megan
Office of Rep. Fulcher		Bayer	Cliff
Office of Rep. Tiffany	Chief of Staff	Bauknecht	Jason
ublican Study Committee	Executive Director Repu	Barry	Joe
House Committee on Education and Labor	Staff Director House	Barry	Mindy
Office of Speaker Johnson	Advisor	Ball	Bii
Office of Rep. Burgess		Baldwin	Amanda
Office of Speaker Johnson	Director of Operations Offic	Babb	
Office of Rep. Graves (LA)	Deputy Chief of Staff Offic	Ayrea	Maggie
Office of Rep. Latta	Chief of Staff Office	Angelson	CS .
House Committee on Budget	Staff Director	Andres	
e of Rep. Lamborn	Chief of Staff Offic	Anderson	
Office of Rep. Ciscomani	Deputy Chief of Staff	Anderson	8
Office of Rep. Bice	Chief of Staff Offic	Albro	Amy
Office of Rep. Duarte	Chief of Staff Office	Ariquist	William
Office of Rep. Duncan		Adkins	Rick
Office of Rep. Loudermilk	Chief of Staff	Adkerson	
Office of Majority Whip Emmer	Deputy Floor Director Offic	Ackerman	Emily
Institution		Last Name	First Name

Back Barr Barr Barr Barr Barr Barr Barr Bar	Office of Speaker Johnson	General Counsel	Callen	Ashley
Communications Director Chief of Staff	Office of Rep. Burilso	Chief of Staff	Calkins	Aaron
Communications Director Chief of Staff Director of Downtown Coalitions Staff Director Staff Director Chief of Staff Staff Director Chief of Staff	Office of Rep. Camm	Chief of Staff	Calhoun	Larry
Communications Director Chief of Staff	Office of Rep. Pfluger	Chief of Staff	Bers	John
Communications Director Chief of Staff	Office of Rep. McHen	Chief of Staff	Butler	Jeff
Communications Director Chief of Staff Director of Downtown Coallitons Staff Director Chief of Staff	Office of Speaker Joh	Member Services Director	Butcher	Courtney
Communications Director Chief of Staff Director of Downtown Coallitons Chief of Staff	Office of Rep. Posey	Chief of Staff	Burns	Stuart
Communications Director Chief of Staff	Office of Rep. Greene	Chief of Staff	Buckham	
Communications Director Chief of Staff Staff Director Chief of Staff Staff Director Chief of Staff Staff Director	Office of Rep. Clyde	Chief of Staff	Brown	Nick
Communications Director Chief of Staff	House Committee on	Staff Director	Broom	Keele
Communications Director Chief of Staff	Office of Rep. Wenstr	Chief of Staff	Brooks	Greg
Communications Director Chief of Staff Director of Downtown Coallitons Chief of Staff	Office of Majority Lea	Policy Director	Brooke	Francis
Communications Director Chief of Staff Director of Downtown Coalitions Staff Director Chief of Staff	Office of RepRogers	Chief of Staff	Brinson	Chris
Communications Director Chief of Staff	House Republican Co	Rapid Response Director	Brennan	Francis
Communications Director Chief of Staff Director of Downtown Coalitions Chief of Staff Chief of Staff Chief of Staff Chief of Staff	Office of Rep. Thomp	Chief of Staff	Brennan	Matt
Communications Director Chief of Staff Staff Director Chief of Staff Chief of Staff Chief of Staff Chief of Staff	Office of Rep. Buchar	Chief of Staff	Brady	Sean
Communications Director Chief of Staff Director of Downtown Coalitions Chief of Staff Staff Director Chief of Staff	Office of Rep. Ruther	Chief of Staff	Bradley	Jen
Communications Director Chief of Staff Staff Director of Downtown Coalitions Staff Director	Office of Rep. Moran	Chief of Staff	Bradley	Joshua
Communications Director Chief of Staff Ire Chief of Staff	House Committee on	Staff Director	Braden	Parish
Communications Director Chief of Staff Director of Downtown Coalitions	Office of Rep. Oberno	Chief of Staff	Bounds	Lorissa
Communications Director Chief of Staff	Office of Majority Whi	vntown Co	Borden	Hailey
Communications Director Chief of Staff at Chief of Staff	Office of Rep. Smuck	Chief of Staff	Bonner	Kate
Communications Director Chief of Staff	Office of Rep. Resher	Chief of Staff	Bonnaure	Aaron
Communications Director Chief of Staff Chief of Staff Chief of Staff Chief of Staff	Office of Rep. Malliot	Chief of Staff	Bolton	Alex
Communications Director Chief of Staff Chief of Staff Chief of Staff	Office of Majority Whi	Chief of Staff	Boland	Robert
Communications Director Chief of Staff Chief of Staff	Office of Rep. Gonzál	Chief of Staff	Boffelli	Gabriella
Communications Director Chief of Staff	Office of Rep. Hudson	Chief of Staff	Blanchat	Luke
Communications Director	Office of Rep. Steube	Chief of Staff	Dail .	Alex
_	House Republican C	Communications Director	Black	Ali

Be e	Regan	Jackie	James	Jordan	Corinne	Jonathan	Kevin	Andrew	Arie	Dante	Molly	5	John	Brian	Chris	Carly	Will		Briana	Michael	Brandon		Andrew	Nick	Caroline	Claire	Bob	Spencer
DeMarzo	Delaney	Del Bonis	Decker	Dayer.	Day	Day	Dawson	David	Dana	Cultona	Cutrona	Cummings	Crews	Cress	Crawford	Couture	Courtney	Cosia	Connolly	Comer	Cockerham	Cark	Christianson	Christensen	Cash	Case	Carretta	Carr
Chief of Staff	Executive Director	Member Services Director	Chief of Staff	Cloakroom Director	Director of Media Affairs	Chief of Staff	Chief of Staff (PA)	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Counsel	Deputy Director of Member Services	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Executive Director	Deputy Communications Director	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff
Office of Rep. Miller (IIJ)	Republican Governance Group	Office of Majority Whip Emmer	Office of Rep, Griffith	Office of Speaker Johnson	Office of Speaker Johnson	Office of Rep. Wilson	Office of Rep. Kelly (PA)	Office of Rep. Higgins	Office of Rep. Steel	Office of Rep. Joyce (PA)	Office of Rep. Amodei	Office of Rep. Timmons	Office of Majority Leader Scalise	s Office of Speaker Johnson	Office of Rep. Carter (GA)	Office of Rep. Hageman	Office of Rep. Kustoff	Office of Rep. Meuser	Main Street Caucus	Office of Majority Leader Scalise	Office of Rep. Baird	House Committee on Veterans Affairs	Office of Rep. Johnson (SD)	Office of Rep. Graves (MO)	Office of Rep. Comer	Office of Rep. Van Orden	Office of Rep. Elizey	Office of Rep. Tenney

Nate	Matt	Lauren	Chris	두	Van	Preston	Jake	Austin	Patrick	Grant	Hayden	Nick Cx	aylor	H :	Rachel	Madison	Brandon	Dave	Sabrina	Jihun	James	Joseph	Ashley	Matt	Andrew	Jackson	Payne
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House Committee on Energy and Commerce	Office of Rep. Crenshaw	Office of Rep. Allen	House Committee on Judiciary	Office of Rep. Bilirakis	Office of Rep. Rose	Office of Speaker Johnson	Office of Majority Leader Scalise	Office of Rep. Fallon	ouse Repo	Office of Rep. Ogles	Office of Speaker Johnson	Office of Rep. McClain	10 PO	ffice of on	Office of Rep. Lesko	Office of Rep. Gimenez	Office of Rep. Mann	Select Committee on China	Office of Rep. Roy	Office of Rep. Chavez DeRemer	ffice of Re	Office of Rep. Williams (NY)	Office of Rep. Num	Office of Rep. Massie	Office of Majority Leader Sc	Office of Rep. James	Office of Rep. Strong
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Chief of Staff	Office of Speaker Johnson	Senior Policy Advisor	Keyes	Drew
Chief of Staff	Office of Rep. Waltz	Chief of Staff	Ketchel	Micah
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Office of Rep. Gonzales (TX)	Chief of Staff	Prieto	Cesar
House Republican Conference	Deputy Director of Member Services	Price	Warie
Office of Rep. Lee		Powell	Jared
House Committee on Administration	Staff Director	Platt	Wike
Office of Rep. Norman	Chief of Staff	Piland	Mark
Office of Rep. Collins	Chief of Staff	Philips	Brandon
Office of Rep. Donalds		Perez-Acosta	Mehgan
Office of Rep. Westerman	Chief of Staff	Pecie	Nancy
Office of Rep. Self		Parkinson	Hillary
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House Republican Conference	Operations Director	Okoniewski	Anderson
Office of Rep. Curtis	Chief of Staff	Norman	Corey
Office of Rep. Smith (NJ)	Chief of Staff	Noonan	Mary
Office of Rep. Ezell	Chief of Staff	Nicholson	Joe
Office of Majority Whip Emmer	Communications Director	Nelson	Casey
Office of Rep. De La Cruz		Navarro	Karen
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Office of Majority Whip Emmer		Nalls	Dennis
Office of Speaker Johnson	Deputy Director of Floor Operations	Murphy	Cullen
	Chief of Staff	Murphy	Allison
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Office of Rep. Hudson	Leadership Chief of Staff	Morehouse	
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Chief of Staff/General Counsel Office of Rep. Mills		Catherine
Chief of Staff Office of Rep. Guthrie		Sophie
Chief of Staff Office of Rep. Fleischmann		Daniel Tidwell
Chief of Staff Office of Rep. Moore (AL)		Shana
Chief of Staff Office of Rep. Garbarino		Deena Tauster
Chief of Staff. Office of Rep. Zinke		Leather Swift
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Policy Advisor Office of Majority Leader Scalise		AJ
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Senior Counsel Office of Speaker Johnson		Brittan
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Chief of Staff Office of Rep. Palmer		
Chief of Staff Office of Rep. Crane		Gregory
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Chief of Staff Office of Rep. Murphy		Kris
Chief of Staff Office of Rep. McCormick		Philip Singleton
Chief of Staff Office of Rep. Green	Chief	Stephen
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2024 CHIEFS OF STAFF CONFERENCE Lead | Serve | Excel

DRAFT AGENDA

With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

SUNDAY, JUNE 16, 2024

11:00 am (3.5 hour drive)	BUSES DEPART THE HILL Box lunches will be available (Between R	S. Capitol St Cayburn & Longworth)
2:30 pm	BUSES ARRIVE AT THE MARRIOTT 4201 Atlantic Avenue, Virginia Beach, VA 23451	Main Entrance Marriott
2:00 – 7:00 pm	CONFERENCE REGISTRATION	Ballroom Foyer Marriott 2 nd Floor
2:00 – 6:30 pm	LEAD SERVE EXCEL HOSPITALITY LOUNGE	Guest Lounge Marriott 4 th Floor
4:00 pm	HOTEL CHECK-IN Attendee rooms are at three different hotels: the Marriott, the the Cavalier. Guests please check-in at the lobby of your specific	
6:30 – 9:30 pm	DINNER: A SUMMER NIGHT ON THE LAWN	Raleigh Room (Cavalier Outside)

Lead | Serve | Excel

MONDAY, JUNE 17, 2024

8:00 – 9:00 am	BREAKFAST ON THE BOARDWALK	awn (Marriott Outside) Rain Site: Salon A-E
8:00 am – 7:00 pm	CONGRESSIONAL INSTITUTE HELP DESK	Marriott 2 nd Floor
9:00 – 10:30 am	LOOKOUT FOR YOUR PEOPLE, LEAD YOURSELF, LEAD YOUR TEAM: LESSONS LEARNED ON THE BA Former U.S. Navy Seal Carlos Mendez, Echelon Front	Salon A-E TTLEFIELD
10:30 – 11:30 am	REMEMBERING WHY IT'S GOOD TO BE A CHIEF TBA	Salon A-E
11:30 – 12:30 pm	TURNING THE TIDE ON THE BRAIN DRAIN: REIGNITING YOUR TEAM'S PASSION AND PURPOSE TBA	Salon A-E
12:30 – 1:30 pm	CONGRESSIONAL INSTITUTE LUNCH THE POWER OF SERVICE IN ACTION with welcome remarks by Kelle Strickland, President and CEO, Congressional Institute Boat Brenda Becker, Chairwoman, Congressional Institute Boat The Honorable Jen Kiggans, U.S. Representative for Virgi Congressional District	rd of Directors
1:30 - 2:30 pm	HOMEGROWN HARD WORK TO CHIEF OF THE CO The Honorable Glenn Youngkin, Governor of Virginia (inv A conversation with The Honorable Jen Kiggans, U.S. Repr	vited)
2:30 – 3:30 pm	OOPS! AN ETHICS TABLE-TOP EXERCISE Jo-Marie St. Martin, General Counsel to Former Speaker B Elliot Berke, Berke Farah LLP Keelie Broom, House Ethics Committee	Salon A-E Boehner
3:30 – 7:00 pm	BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)	
7:00 – 9:00 pm	A COASTAL RECEPTION & DINNER WITH FAMILY & FRIENDS (Between Marrior	Outdoor Grill tt and Embassy Suites)

Lead | Serve | Excel

TUESDAY, JUNE 18, 2024

8:00 - 9:30 am

BREAKFAST ON THE BOARDWALK

Lawn (Marriott Outside)

Rain Site: Salon A-E

8:00 am - 12:30 pm CONGRESSIONAL INSTITUTE HELP DESK

Marriott 2nd Floor

9:30 - 10:30 am

HOW TO TALK WITH THE PUBLIC

Salon A-E

WHEN THE PUBLIC HATES EVERYTHING

John McLaughlin, McLaughlin and Associates

TBA, TBA

10:30 - 11:30 am

A VIEW FROM ISRAEL ~ LIVE!

Salon A-E

IDF Veteran lan Shulman, No Other Land

Ari Sacher, U.S. Israel Education Association (invited)

TBA, Jewish Institute for National Security of America (invited)

11:00 am

HOTEL CHECKOUT

Hotel Lobby

Guests should check out at their respective hotel lobbies.

11:30 am - 12:30 pm **ASK US ANYTHING...**

Salon A-E

Speak up... or stump the Leadership Chiefs with anonymous questions!

Hayden Haynes, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference

Moderator: Kelle Strickland, Congressional Institute

12:30 pm

CONFERENCE CONCLUDES

12:45 pm

BUSES DEPART THE MARRIOTT

Main Entrance

Boxed lunches will be available.

Marriott

4:30 pm

BUSES ARRIVE ON THE HILL

S. Capitol Street



2024 CHIEFS OF STAFF CONFERENCE Lead | Serve | Excel

Agenda

With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

SUNDAY, JUNE 16, 2024

11:00 am (4-hour drive)	BUSES DEPART THE HILL Boxed lunches will be available	S. Capitol St (Between Rayburn & Longworth)
3:00 pm	BUSES ARRIVE AT THE MARRIOTT 4201 Atlantic Avenue, Virginia Beach, VA 23451	Main Entrance Marriott
2:00 – 7:00 pm	CONFERENCE REGISTRATION	Ballroom Foyer Marriott 2 nd Floor
2:00 – 6:30 pm	LEAD SERVE EXCEL HOSPITALITY LOU	J NGE Guest Lounge Marriott 4 th Floor
4:00 pm	HOTEL CHECK-IN Attendee rooms are at two different hotels: the Ma Guests please check-in at the lobby of your specific	
6:30 – 9:30 pm	DINNER ON THE LAWN: Drop It in the HopperIdeas and Conversations Leadership, Service and Excellence	Raleigh Room (Cavalier Outside)

Kelle Strickland, President and CEO, Congressional Institute

MONDAY, JUNE 17, 2024

7:30 – 9:00 am

BREAKFAST ON THE BOARDWALK

Lawn (Marriott Outside) Rain Site: Salon A-E

8:00 am - 7:00 pm

CONGRESSIONAL INSTITUTE HELP DESK

Marriott 2nd Floor

9:00 - 10:30 am

LOOKOUT FOR YOUR PEOPLE, LEAD YOURSELF,

Salon A-E

LEAD YOUR TEAM: Lessons Learned on the Battlefield

Former U.S. Navy Seal Carlos Mendez, Echelon Front

10:30 - 11:30 am

REMEMBERING WHY IT'S GOOD TO BE A CHIEF

Salon A-E

Barrett Karr, Former Personal Office & Leadership Chief, Silver Lake Lynnel Ruckert, Former Personal Office & Leadership Chief, Bold Strategies Steve Stombres, Former Personal Office & Leadership Chief, Harbinger

Strategies

A conversation with Brett Horton, Office of the Majority Leader

11:30 am - 12:30 pm CLICKING AND CLASHING WITH GEN Z:

Salon A-E

Managing Performance through Uncertainty

David Stillman, GenGuru

A conversation with A.T. Johnston, Congressional Excellence Program Office, CAO

12:30 - 1:30 pm

CONGRESSIONAL INSTITUTE LUNCH

Salon A-E

The Power of Service In Action

with welcome remarks by

Kelle Strickland, President and CEO, Congressional Institute

Brenda Becker, Chairwoman, Congressional Institute Board of Directors

The Honorable Jen Kiggans, U.S. Representative for Virginia's Second Congressional District

1:30 - 2:30 pm

MAKING A DIFFERENCE, ACHIEVING GOALS,

Salon A-E

DEFINING SUCCESS AS A CHIEF:

Chiefs-Turned-CEOs Share Lessons Learned

Susan Hirschmann, Former Personal Office & Leadership Chief, Williams and

Jensen

Bob Wood, Former HHS Chief, BGR Group

A conversation with Hayden Haynes, Office of the Speaker

2:30 - 3:30 pm

FORKS

Salon A-E

Ben Domenech, The Transom

3:30 - 4:30 pm

OOPS! AN ETHICS TABLE-TOP EXERCISE

Salon A-E

Keelie Broom, House Ethics Committee

Elliot Berke, Berke Farah LLP

A conversation with Jo-Marie St. Martin, Former General Counsel to Speaker

Boehner

4:30 – 7:00 pm BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)

7:00 – 9:00 pm A COASTAL RECEPTION & DINNER WITH FAMILY & FRIENDS

Outdoor Grill

(Between Marriott and Embassy Suites)

Rain Site: Salon A-E

TUESDAY, JUNE 18, 2024

Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to the Calloway Room on the 2nd floor of the Marriott. Buses will depart from the Embassy Suites Cul-de-Sac.

7:30 – 9:30 am BREAKFAST ON THE BOARDWALK Lawn (Marriott Outside)

Rain Site: Salon A-E

Salon A-E

8:00 am – 12:30 pm CONGRESSIONAL INSTITUTE HELP DESK Marriott 2nd Floor

9:30 – 10:30 am HOW TO TALK WITH THE PUBLIC Salon A-E

WHEN THE PUBLIC HATES EVERYTHING

John McLaughlin, McLaughlin and Associates

A conversation with Cesar Gonzalez, Office of Rep. Mario Diaz-Balart

10:30 – 11:30 am THE VIEW FROM ISRAEL ~ LIVE! Salon A-E

Lt. Gen. Thomas Trask, Jewish Institute for National Security of America

Ilan Shulman, No Other Land

Ari Sacher, U.S. Israel Education Association
A conversation with Jeremy Deutsch, Capitol Venture

11:30 am – 12:30 pm **ASK US ANYTHING...**

Speak up... or stump the Leadership Chiefs with anonymous questions!

Hayden Haynes, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Moderator: Kelle Strickland, Congressional Institute

12:30 pm CONFERENCE CONCLUDES

12:45 pm BUSES DEPART THE MARRIOTT Main Entrance

Boxed lunches will be available.

Marriott

4:45 pm BUSES ARRIVE ON THE HILL S. Capitol Street

Emily	Ackerman		Office of Majority Whip Emmer
Rob	Adkerson		Office of Rep. Loudermilk
Alyssa	Anderson		
Rebecca	Angelson		Office of Rep. Latta
Maggie	Ayrea		Office of Rep. Graves (LA)
Alison	Babb		Office of Speaker Johnson
Amanda	Baldwin		Office of Rep. Burgess
Mindy	Barry		Committee on Education and Labor
egan	Bel Miller		Office of Rep. Scalise
Jennifer	Belair		House Committee on Rules
Joshua	Bell		Office of Rep. Estes
A. Brooke	Bennett		Office of Rep. Hill
Chris	Bien		Office of Speaker Johnson
Claire	Bienvenu		Office of Speaker Johnson
Jeff	 Bishop		Office of Rep. Molinaro
	Black		House Republican Conference
Alex	Blair		Office of Rep. Steube
Luke	Blanchat		Office of Rep. Hudson
Gabriella	Boffelli	-	Office of Rep. González-Colón
Robert	Boland		Office of Majority Whip Emmer
Alex	Bolton		Office of Rep. Malliotakis
Aaron	Bonnaure		Office of Chief Deputy Whip Reschenthaler
Hailey	Borden		Office of Majority Whip Emmer

	Rigidley	Office of Rep. Rutherford
	Bradley	Office of Rep. Moran
Francis	Brennan	House Republican Conference
	Brooks	Office of Rep. Weristrup
Keelie	Broom	House Committee on Ethics
Courtney	Butcher	Office of Speaker Johnson
John	Byers	Office of Rep. Pfluger
Aaron	Calkins	Office of Rep. Burison
Ashley	Callen	Office of Speaker Johnson
Calle	Case	Office of Rep. Van Orden
Andrew	Christianson	Office of Rep. Johnson (SD)
Michael	Comer	Office of Majority Leader Scalise
Tim	Costa	Office of Rep. Meuser
	Courtney	Office of Rep. Kustoff
John	Crewis	Office of Majority Leader Scalise
Kevin	Dawson	Office of Rep. Kelly (PA)
Corinne	Day	Office of Speaker Mike Johnson
Jordan	Dayer	Office of Speaker Johnson
James	Decker	Office of Rep. Griffith
Jackie	Del Bonis	Office of Majority.Whip Emmer
Jordan	Downs	Office of Rep. Guest
Mark	Dreiling	Office of Rep. Bacon
Jake	Dumas	Office of Rep. Flood
Alyssa	Edel /	House Republican Conference
David	FitzSimmons	Office of Rep. Finstad
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		Parkinson	Hillary
		Orr	Matt
		Okoniewski	Anderson
		Nelson	Casey
		Navarro	Karen

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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.

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1.	Sponsor who will be paying for the trip:
	Congressional Institute
2.	I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent Signify that the statement is true by checking box.
3.	 Check only one. I represent that: a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; OR b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; OR c. The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. If "c" is checked, list the names of the additional sponsors:
4.	Provide names and titles of ALL House Members <i>and</i> employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): See addendum & attached invitation list
5.6.	Yes No Is travel being offered to an accompanying family member of the House invitee(s)? Date of Departure: June 16, 2024 Date of Return: June 18, 2024
7.	a. City of departure: Washington, DC
	b. Destination(s): Virginia Beach, VA
	c. City of return: Washington, DC
8.	

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). <i>Indicate agenda is attached by checking box</i> .
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. \(\sum \) Not Applicable. Trip sponsor is a U.S. institution of higher education.
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip <i>and</i> its role in organizing and/or conducting the trip: See addendum
13.	Answer parts a and b. Answer part c if necessary: a. Mode of travel: Air Bus Car Other (specify:) b. Class of travel: Coach Business First Charter Other (specify:) c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box.
15.	 Check only one. I represent that either: a. ☐ The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; OR b. ☐ The trip involves events that are arranged specifically with regard to congressional participation. If "b" is checked: 1) Detail the cost per day of meals (approximate cost may be provided): Day 1-\$50 Day 2-\$88 Day 3-\$26
	2) Provide the reason for selecting the location of the event ortrip: Relative proximity to DC and capacity to handle a large event
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility: Hotel Name: Marriott Virginia Beach Oceanfront City: Virgnia Beach, VA Cost Per Night: \$222 +taxes Reason(s) for Selecting: proximity to DC, availability, security & facility size
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting:
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting:

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking the box.

18. Total Expenses for each Participant:

☐ 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	\$141	\$591	\$164
For each Accompanying Family Member	\$141	n/a	\$164

2		Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$656	Room Rental
For each Accompanying Family Member	\$656	Room Rental

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- 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: Break & Beeker.	Date:	May 2, 2024
Name: Brenda Becker	Title:	Chair
Organization: Congressional Institute	9300000000	
Address: 1700 Diagonal Road #300, Alexandria, VA 22314	1	
Email: amym@conginst.org	Telephone:	703-837-8812

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

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

See attached invitation list. This Congressional Institute sponsored conference focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors in House Majority committee offices as well as select leadership staff.

Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Chiefs of Staffs play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) does not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$656 as disclosed on the sponsor form.

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register for the Chiefs of Staff Conference!

Date: May 1, 2024 at 3:17 PM To: amym@conginst.org





The Congressional Institute is pleased to invite you to the

2024 Chiefs of Staff Conference

LEAD | SERVE | EXCEL

Sunday, June 16, 2024 -Tuesday, June 18, 2024

Marriott Virginia Beach Oceanfront Virginia Beach, VA With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

This year's conference kick-off falls on Father's Day. Understanding the importance of work-life balance, the hotel extends, based on hotel availability, an invitation to arrive before the conference or stay after its conclusion. Please note that any additional stay beyond the conference dates will be at your expense.

Please click on the link below to register!

REGISTER NOW

UNABLE TO ATTEND

Email Address: */email/*
Access Code: */other id/*

Ethics Forms are due Friday, May 17, 2024
Instructions: Complete the first two pages of the traveler form and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics. You may always withdraw your paperwork.

DOWNLOAD ETHICS FORMS

Pre-Travel Ethics Filing Deadline (5/17/24) Chiefs of Staff Conference (6/16/24 - 6/18/24) Post-Travel Filing Deadline (7/3/24)

Please contact Amy Hinderliter with questions or call the Congressional Institute at 703-837-8812.



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

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To unsubscribe from this mailing list, please click here

COS2024 - Invited Hill Staff

First Name Emily	Last Name Ackerman	Job Title Deputy Floor Director Chief of Staff	Institution Office of Majority Whip Emmer
Rob Rick	Adkerson Adkins	Chief of Staff Chief of Staff	Office of Rep. Loudermilk Office of Rep. Duncan
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Dale	Anderson	abet - sombleton discherent befannten die state	6
Gary	Andres	Staff Director	
Rebecca	Angelson	Chief of Staff	Office of Rep. Latta
Gyrus	XX	Staff Director	House Committee on Education and Labor
Maggie	Ayrea	Deputy Chief of Staff	Office of Rep. Graves (LA)
Alison	Babb	Director of Operations	Office of Speaker Johnson
	Ball	Senior Policy Advisor	Office of Speaker Johnson
JOE	Barry	Executive Director	Republican Study Committee
Jason	Bauknecht	Chief of Staff	Office of Rep. Tiffany
CIT	Bayer	Chief of Staff	Office of Rep. Fulcher
Megan	Bel Miller	Chief of Staff	Office of Rep. Scalise
Joshua	Be		Office of Rep. Estes
Brooke	Bennett	Chief of Staff	Office of Rep. Hill
Chris	Bien	Director of Floor Operation	Office of Speaker Johnson
Amanda	Birl	Chief of Staff	Office of Rep. Newhouse
Jeff	Bilman	Chief of Staff	Office of Rep. Jackson
Jeff	Bishop	Chief of Staff	Office of Rep. Molinaro
2	Black	Communications Director	House Republican Conference
Alex	Blair	Chief of Staff	Office of Rep. Steube
Luke	Blanchat	Chief of Staff	Office of Rep. Hudson
Gabriella	Boffelli	Chief of Staff	Office of Rep. González-Colón
Robert .	Boland	Chief of Staff	Office of Majority Whip Emmer

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Aaron	Bonnaure	Chief of Staff	Office of Rep. Reshenthale
***************************************	Bonner	Chief of Staff	Office of Rep. Smucker
Hailey	Borden	Director of Downtown Coalitions	Office of Majority Whip Emmer
	Bounds	Chief of Staff	Office of Rep. Obernoite
Parish	Braden	Staff Director	House Committee on Agriculture
	Bradley	Chief of Staff	Office of Rep. Moran
	Bradley	Chief of Staff	Office of Rep. Rutherford
e egel en de de monte de mente en	Brady	Chief of Staff	Office of Rep. Buchanan
	Brennan	Chief of Staff	Office of Rep. Thompson
XS	Brennan	Rapid Response Director	House Republican Conference
Chris	Brinson	Chief of Staff	Office of Rep. Rogers (AL)
'	Brooke	Policy Director	Office of Majority Leader Scalise
	Brooks	Chief of Staff	Office of Rep. Wenstrup
	Broom	Staff Director	House Committee on Ethics
Nick	B _(OWI)	Chief of Staff	Office of Rep. Clyde
	m	Chief of Staff	Office of Rep. Greene
Suart	Bums	Chief of Staff	Office of Rep. Posey
Courtney	-	Member Services Director	Office of Speaker Johnson
	Butter	Chief of Staff	Office of Rep. McHenry
		Chief of Staff	Office of Rep. Pfluger
Lamy	Calhoun	Chief of Staff	Office of Rep. Cammack
•		Chief of Staff	Office of Rep. Burlison
Ashley	Callen	General Counsel	Office of Speaker Johnson
	Carr	Chief of Staff	Office of Rep. Tenney
Bob	Caretta	Chief of Staff	Office of Rep. Elizey
line	Cash	Chief of Staff	Office of Rep. Comer
Nick	Christensen	Chief of Staff	Office of Rep. Graves (MO)
Andrew Living Hilling Control of the Control of th	Christianson	Chief of Staff	Office of Rep. Johnson (SD)

Office of Rep. Bacon	Chief of Staff	Dreiling	Wark
Office of Rep. Guest	Chief of Staff	Downs	Jordan
Problem Solvers Caucus	Executive Director	Douthat	Topy
Office of Rep. Miller (WV)	Chief of Staff	Donnellan	Matt
House Committee on Rules	Staff Director	Dixon	Kelly
Office of Rep. Smith (NE)	Chief of Staff	Didiuk	Monica
Office of Rep. Miller (IL)	Chief of Staff	DeMarzo	Ben
Republican Governance Group	Executive Director	Delaney	Regan
Office of Majority Whip Emmer	Member Services Director	Del Bonis	Jackie
Office of Rep. Burgess	Chief of Staff	Decker	James
Office of Speaker Johnson	Cloakroom Director	Dayer	Jordan
Office of Speaker Johnson	Director of Media Affairs	Day	Corinne
Office of Rep. Wilson	Chief of Staff	Day	Jonathan
Office of Rep. Kelly (PA)	Chief of Staff (PA)	Dawson	Kevin
Office of Rep. Higgins	Chief of Staff	David	Andrew
Office of Rep. Steel	Chief of Staff	Dana	Arie
Office of Rep. Joyce (PA)	Chief of Staff	Cutrona	Dante
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Office of Rep. Timmons	Chief of Staff	Cummings	3
Office of Majority Leader Scalise	Counsel	Crews	John
Office of Speaker Johnson	Deputy Director of Member Services	Cress	Bran
Office of Rep. Carter (GA)	Chief of Staff	Crawford	Chris
Office of Rep. Hageman	Chief of Staff	Coulture	Carly
Office of Rep. Kustoff	Chief of Staff	Courtney	WIII
Office of Rep. Meuser	Chief of Staff	Costa	
Main Street Caucus	Executive Director	Connoily	Briana
Office of Majority Leader Scalise	Deputy Communications Director	Comer	Michael
Office of Rep. Baird	Chief of Staff	Cockerham	Brandon
House Committee on Veterans Affairs	Saff Director	Clark	Jon

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	Office of Rep. LaTurner	Chief of Staff	Dreiling	Braden

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Office of Rep. Walberg	Chief of Staff Office	Laukitis	R.J.
Office of Speaker Johnson	Member Services Coordinator	Lanning	John
Office of Rep. Mast		Langenderfer	James
Office of Rep. Gaetz	Chief of Staff	Lane Wyant	Jillian
Office of Rep. Edwards		Lance	Bronwyn
Office of Rep. Biggs:	Chlefof Staff	LaBorde	Kate
Office of Rep. Hunt		Kyrkanides	James
Office of Majority Leader Scalise	Counsel	Koohmaraie	
Office of Rep. Stauber		Koetzle	Desiree
Office of Rep. Fitzpatrick	Chief of Staff	Knowles	Joe
Office of Rep. Houchin		Kizzer	Kyle
Office of Rep. Wittman	Chief of Staff	King	Carolyn
Office of Rep. Mace		Khatod	Lorie
Office of Speaker Johnson	Senior Policy Advisor	Keyes	Drew
Office of Rep. Waltz		Ketchel	Micah
Office of Rep. Rogers (KY)	Chief of Staff	Kelly	Karen
Office of Rep. Good	Chief of Staff	Kelly	Mark
Office of Rep. Franklin	Chief of Staff	Kelly	Melissa
Office of Rep. Wagner	Chief of Staff	Keller	Charlie
Office of Rep. Banks	Chief of Staff	Keller	David
Office of Rep. Calvert	Chief of Staff	Keightley	Rebecca
Office of Rep. Joyce (OH)	Chief of Staff	Kain	Amarida
Office of Rep. Brecheen	Chief of Staff	Jones	Jon
Office of Rep. Scott	Chief of Staff	Johnson	Alice
House Committee on Small Business	Staff Director	Johnson	Ben
Office of Rep. Babin	Chief of Staff	Janushkowsky	Stephen
Office of Rep. Bucshon	Chief of Staff	Jackson	Kyle
Office of Rep. Fischbach	Chief of Staff	Hytha	Emiy
Office of Rep. Harris	Chief of Staff	Hutson	Matt

Chief of Staff on Chief of Staff G. Chief of Staff Deputy Chief of Staff Toppity Chief of Staff Deputy Staff Director Chief of Staff Toppity Staff Director Staff Director Chief of Staff	Office of Rep. Hudson	Leadership Chief of Staff	Morehouse	
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Chief of Staff Deputy Chief of Staff Staff Director Chief of Staff Deputy Staff Director Chief of Staff	Office o	Chief of Staff	McIntosh	Robert
Chief of Staff Deputy Chief of Staff Staff Director Deputy Staff Director Chief of Staff Staff Director Chief of Staff	Office o	General Counsel	McGaughey	Meg
Chief of Staff McCollum Chief of Staff Deputy Chief of Staff Staff Director Chief of Staff	Office o	Chief of Staff	McCullough	Matt
Chief of Staff Deputy Chief of Staff Staff Director Chief of Staff Staff Director Chief of Staff	Office of	Chief of Staff	McCormack	Anna
Chief of Staff Deputy Chief of Staff Staff Director Chief of Staff Chief of Staff Staff Director Staff Director Staff Director	Office of	Chief of Staff	McCormack	Ryan
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Chief of Staff Deputy Chief of Staff	House	Staff Director	Mario	Mark
Chief of Staff		Deputy Chief of Staff	Maneval	Chris
Chief of Staff	Office of	Chief of Staff	Lungren McCollum	Kelly
Chief of Staff	Office of	Chief of Staff	Lowry	Michael
Chief of Staff Chief of Staff Chief of Staff Chief of Staff	Office o	Chief of Staff	Lonsberry	Lee
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House Committee on Foreign Affair	Staff Director Chief of Staff	Shields	Brendan Bobby
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Office of Majority Leader Scalise	Director of Operations	Seher	
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Office of Rep. Nehls	Chief of Staff	Schroeder	Robert
Office	Director of Coalitions	Schmitz	Eric
Office of Rep. Kean	Chief of Staff	Scharfenberger	Q S
Office of Rep. Moolenaar	Chief of Staff	Ryan	Lindsay
Office of Rep. Harshbarger	Chief of Staff	Rutherford	Zac
Office	Chief of Staff	Ruhlen	Steve
House Committee on Transportation and Infrastructure	Staff Director	Riddy	Jack
Office of Rep. Paulina-Luna	Chief of Staff	Rowland	Travis
Office of Rep. McCaul	Cnef of Staff	Ross	Drew
House Committee on Appropriations	Staff Director	Ross	Susan
Office of Rep. Barr	Chef of Staff	Rosado	May
House Committee on Ways and Means	Staff Director	Roman	Mark
Office of Speaken Johnson	Deputy Communications Director for Message and Strategy	Romi	Kerry
Office of Majority Whip Emmer	General Counsel	Rogers	Jason
Office of Majority Whip Emmer	Director of Operations	Rogers	Shelbie
Office of Rep. Bean	Chief of Staff	Robinette	Jamie
Office of Rep. Stefanik	Deputy Chief of Staff	Robertson	
Office of Rep. Pence	Chief of Staff	Robertson	Kyle
Office of Rep. LaHood	Chief of Staff	Richardson	Mary Ellen
Office of Rep. Valadao	Chief of Staff	Renteria	Andrew
House Freedom Caucus	Executive Director	Beltz	

House Republican Conference	Policy Director	Vreeburg	Jake
Office of Rep. Luetkemeyer	Chief of Staff	Vogel	Ann
House Committee on Armed Services	Staff Director		Chris
Office of Rep. Letlow	Chief of staff	Verrill	Ted
Office of Rep. DesJarlais	Chief of Staff	Vaughn	Richard
Office of Rep. Dunn	Chief of Staff	Vande Beek	Dix
Office of Rep. Gosar	Chief of Staff	Van Flein	Tom
Office of Rep. Garcia	Chief of Staff	Tuner	
Office of Rep. McClintock	DC Chief of Staff	Tudor	Chris
Office of Majority Leader Scalise	Coalitions Coordinator	Trokey	Claire
Office of Rep. Mills	Chief of Staff/General Counsel	Treadwell	Catherine
Office of Rep. Guthrie	Cnief of Staff	Fainor	Sophie
Office of Rep. Fleischmann	Chief of Staff	Tidwell	Daniel
Office of Rep. Moore (AL)	Chief of Staff	Techan	Shana
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Office of Rep. Zinke	Chiefot Staff	Swift	Heather
Office of Rep. Grothman	Chief of Staff	Svoboda	Tim
Office of Majority Leader Scalise	Policy Advisor	Sugarman	2
Office of Rep. Bentz	Chief of Staff	Strader	Nick
Office of Speaker, Johnson	Senior Counsel	Specht	Brittan
Office of Rep. LaMalfa	Chief of Staff	Spannagel	Mark
Office of Rep, Ferguson	Chief of Staff	Sours	David
Office of Rep. Fallon	Chief of Staff	Sorrell	Shannan
Office of Rep. Palmer	Chief of Staff	Smith	William
Office of Rep. Crane	Chief of Staff	Smith	Gregory
Office of Rep. Boebert	Chief of Staff	Small	Jeff
Office of Rep. Murphy	Chief of Staff	Skrzycki	Kris
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	Office of Rep. Moore (UT)	Chiefol Staff	Wagley	Rachel



2024 CHIEFS OF STAFF CONFERENCE Lead | Serve | Excel

DRAFT AGENDA

With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

SUNDAY, JUNE 16, 2024

11:00 am (3.5 hour drive)	BUSES DEPART THE HILL Box lunches will be available	S. Capitol St (Between Rayburn & Longworth)
2:30 pm	BUSES ARRIVE AT THE MARRIOTT 4201 Atlantic Avenue, Virginia Beach, VA 23451	Main Entrance Marriott
2:00 – 7:00 pm	CONFERENCE REGISTRATION	Ballroom Foyer Marriott 2 nd Floor
2:00 – 6:30 pm	LEAD SERVE EXCEL HOSPITALITY LOU	NGE Guest Lounge Marriott 4 th Floor
4:00 pm	HOTEL CHECK-IN Attendee rooms are at three different hotels: the Matthe Cavalier. Guests please check-in at the lobby of	
6:30 – 9:30 pm	DINNER: A SUMMER NIGHT ON THE LA	WN Raleigh Room (Cavalier Outside)

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MONDAY, JUNE 17, 2024

8:00 – 9:00 am	BREAKFAST ON THE BOARDWALK	Lawn (Marriott Outside) Rain Site: Salon A-E
8:00 am – 7:00 pm	CONGRESSIONAL INSTITUTE HELP DESK Marriott 2 nd Floor	
9:00 – 10:30 am	LOOKOUT FOR YOUR PEOPLE, LEAD YOURSELF, Salon A-E LEAD YOUR TEAM: LESSONS LEARNED ON THE BATTLEFIELD Former U.S. Navy Seal Carlos Mendez, Echelon Front	
10:30 – 11:30 am	REMEMBERING WHY IT'S GOOD TO BE A CHIE	Salon A-E
11:30 – 12:30 pm	TURNING THE TIDE ON THE BRAIN DRAIN: REIGNITING YOUR TEAM'S PASSION AND PURPO TBA	Salon A-E
12:30 – 1:30 pm	CONGRESSIONAL INSTITUTE LUNCH THE POWER OF SERVICE IN ACTION with welcome remarks by Kelle Strickland, President and CEO, Congressional In Brenda Becker, Chairwoman, Congressional Institute The Honorable Jen Kiggans, U.S. Representative for V Congressional District	Board of Directors
1:30 - 2:30 pm	HOMEGROWN HARD WORK TO CHIEF OF THE The Honorable Glenn Youngkin, Governor of Virginia A conversation with The Honorable Jen Kiggans, U.S. R	(invited)
2:30 – 3:30 pm	OOPS! AN ETHICS TABLE-TOP EXERCISE Jo-Marie St. Martin, General Counsel to Former Speak Elliot Berke, Berke Farah LLP Keelie Broom, House Ethics Committee	Salon A-E er Boehner
3:30 – 7:00 pm	BREAK (FOR YOUR OFFICIAL RESPONSIBILITIE	ES)
7:00 – 9:00 pm	A COASTAL RECEPTION & DINNER WITH FAMILY & FRIENDS (Between Ma	Outdoor Grill arriott and Embassy Suites)

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TUESDAY, JUNE 18, 2024

12:45 pm

4:30 pm

8:00 - 9:30 am BREAKFAST ON THE BOARDWALK Lawn (Marriott Outside) Rain Site: Salon A-E 8:00 am - 12:30 pm CONGRESSIONAL INSTITUTE HELP DESK Marriott 2nd Floor 9:30 - 10:30 am HOW TO TALK WITH THE PUBLIC Salon A-E WHEN THE PUBLIC HATES EVERYTHING John McLaughlin, McLaughlin and Associates TBA, TBA 10:30 - 11:30 am A VIEW FROM ISRAEL ~ LIVE! Salon A-E IDF Veteran lan Shulman, No Other Land Ari Sacher, U.S. Israel Education Association (invited) TBA, Jewish Institute for National Security of America (invited) 11:00 am HOTEL CHECKOUT Hotel Lobby Guests should check out at their respective hotel lobbies. 11:30 am – 12:30 pm **ASK US ANYTHING...** Salon A-E Speak up... or stump the Leadership Chiefs with anonymous questions! Hayden Haynes, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Moderator: Kelle Strickland, Congressional Institute 12:30 pm CONFERENCE CONCLUDES

Lead | Serve | Excel

BUSES DEPART THE MARRIOTT

BUSES ARRIVE ON THE HILL

Boxed lunches will be available.

Main Entrance

S. Capitol Street

Marriott