

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

18	U.S.C. § 1001.	
1.	Name of Traveler: Ben Napier	
2.		OR I None
	b. Relationship to Traveler: Spouse Other (specify):	
3.	a. Dates: Departure: 6/16/24 Return: 6/18/24	
	b. Dates at Personal Expense, if any:	OR None
4.	Departure City: DC	
5.	Sponsor(s), Who Paid for the Trip: Congressional Institute	
6.	Describe Meetings and Events Attended: Sessions on legislative agendas and best practic of staff and others.	es for chiefs
7.	Attached to this form are <i>each</i> of the following, <i>signify that each item is attached by checking the correst</i> a. a completed <i>Sponsor Post-Travel Disclosure Form</i> ; b. the <i>Primary Trip Sponsor Form</i> completed by the trip sponsor <i>prior</i> to the trip, <i>including all</i> attached the <i>Additional Sponsor Form(s)</i> ; c. page 2 of the completed <i>Traveler Form</i> submitted by the employee; <i>and</i> 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. is true by checking the box.	Signify statement
	b. If not, explain:	
	gnature of Traveler: Date: 7/1/24	knowledge.
I a Di	authorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Spons isclosure Form</i> were necessary and that the travel was in connection with the employee's official duties eate the appearance that the employee is using public office for private gain.	
Na	ame of Supervising Member: Leader Scalise Date: 7/1/24	
	gnature of Supervising Member: Strue Galice	

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

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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.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

		Wirginia Booch W			
2. T	ravel Destination(s): Virginia Beach, VA	(luna 10, 000	
		June 16, 2024		Return: June 18, 2024	1
	5.5	r(s): See attached li			
			: 	information is identical for	1.000
5. A	actual amount of	expenses paid on behal	f of, or reimbursed to,	each individual named in	Question 4:
	·	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
	Traveler	n/a	\$591	\$165	\$659 - Room Rental
	Accompanying Family Member	n/a	n/a	n/a	n/a
cer	ignify statement is tify that the infor	s true by checking box.		1	ne best of my knowledge.
ign	ature: //			Date:	une 26, 2024
Vam	e: Kelle Strickl	and		Title: Pre	esident & CEO
Orga	nization: Cong	ressional Institute			
5	I am an officer	of the above-named or	ganization. Signify st	atement is true by check	ing box.
Addı	ress: 1700 Dia	gonal Road #300, A	Alexandria, VA 223	14	
Tele	phone: 703-837	-8812	P. Mariaka alika a sarah	Email: amym	@conginst.org
	C	ittee otenii on an and at the	a above named to 2000	1 :6 ~ d did: 1 i 6~	

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. Na	me of Traveler: Ben Napier
2 Sn	onsor(s) who will be paying or providing in-kind support for the trip: Congressional Institute
2. Sp	
3. Ci	y and State OR Foreign Country of Travel: Virginia Beach, VA
	Date of Departure: 6/16/24 Date of Return: 6/18/24
	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 FamilyMember:
	(2) Relationship to Traveler: Spouse Child Other (specify):
	(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:
	s No Primary Trip Sponsor Form is attached, including agenda, invitation, invitee list, and any other achments and Additional Sponsor Forms.
	TE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in ich the traveler will be participating.
sł T	plain why participation in the trip is connected to the traveler's individual official or representational duties. Staff ould include their job title and how the activities on the itinerary relate to their duties. he sessions are important oppertunities to engage on various issues relvent to my job as Floor
t	irector
·	
	es No Is the traveler aware of any registered federal lobbyists or foreign agents involved in lanning, organizing, requesting, or arranging the trip?
10. I	or staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
direc trave	by authorize the individual named above, an employee of the U.S. House of Representatives who works under my a supervision, to accept expenses for the trip described in this request. I have determined that the above-described is in connection with my employee's official duties and that acceptance of these expenses will not create the arance that the employee is using public office for private gain.
Sign	ature of Employing Member: Sulis Date: 5/6/24

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.

fut	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:
	To the checked, not the number of the waterland spenders.
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
٠.	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.

	d. I checked 8(c) above and a	; OR m not offering any lodging; OR m offering lodging and meals for on m offering lodging and meals for two	ne night; OR o nights. If you checked this box, explain why
		a of the activities House invitees will tivities for trip invitees). <i>Indicate age</i>	I be participating in during the travel (i.e., an enda is attached by checking box.
11.	employees on any segment of		
12.	the trip <i>and</i> its role in organizing		onsor's interest in the subject matter of
13.	b. Class of travel: Coach	ail 🔲 Bus 🔳 Car 🔲 Other 🛭	☐ (specify:) ☐ Other ☐ (specify:) ain why such travel is warranted:
14.			g the trip will be unrelated to personal
	or recreational activities of the	e invitee(s). Signify that the statement	is true by checking box.
15.	and that meals provided to co	t that is arranged or organized withou	aut regard to congressional participation to those provided to or purchased by other
		nat are arranged specifically with reg	ard to congressional
	participation. If "b" is checke		
	1) Detail the cost <i>per day</i> of r Day 1- \$50, Day 2 - \$		rided):
		ecting the location of the event or trip C and capacity to handle a large	event
16.	Hotel Name: Marriott Virginia Beach	for selecting each hotel or other lod oceanfront City: Virgnia Bea mity to DC, availability, securit	ch, VA Cost Per Night: \$222 +taxes
			Cost Per Night:
		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

		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.	Ch	pel	ko	nl	110	no.
17.	$\cup n$	eci	ιυ	111	VU	ILC.

- 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.

c. The miormation on this form is true, complete, and correct to	the best of my	and wie age.	
Signature: Bush & Bush	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:	703-837-8812	

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

Michael Guest, Mississippi Chairman Susan Wild, Pennsylvania Ranking Member

David P. Joyce, Ohio John H. Rutherford, Florida Andrew R. Garbarino, New York Michelle Fischbach, Minnesota

Veronica Escobar, Texas Mark DeSaulnier, California Deborah K. Ross, North Carolina Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust Staff Director and Chief Counsel

Keelie Broom

Counsel to the Chairman

David Arrojo Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515–6328 Telephone: (202) 225–7103 Facsimile: (202) 225–7392

June 18, 2024

Mr. Benjamin Napier Office of the Majority Leader H-219, The Capitol Washington, DC 20515

Dear Mr. Napier:

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

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MG/SW:eme

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.

Ouestion 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





YOU'RE INVITED

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 inlease click here

COS2024 - Invited Hill Staff

First Name	Last Name	Job Title	Institution
Fmilv	Ackerman	Deputy Floor Director	Office of Majority Whip Emmer
	Adkerson	Chief of Staff	Office of Rep. Loudermilk
	entre material de la company d	Chief of Staff	Office of Rep. Duncan
	Aniguist	ChieforStaff	Office of Rep. Duarte
PASSOCIAL STREET, CONTRACTOR CONT	STREETS SET THE SET OF SEPTEMBERS OF SET OF	Chief of Staff	Office of Rep. Bice
	Anderson	Deputy Chief of Staff	Office of Rep. Ciscomani
	and of the factor of the perfect of the fact of the state of the factor	Chief of Staff	Office of Rep. Lamborn
Garv	Andres	Staff Director	House Committee on Budget
o inital superior de la company de la compan	Angelson		Office of Rep. Latta
	Ayrea		Office of Rep. Graves (LA)
Alison	grander personal and a substantial and a substan		Office of Speaker Johnson
	Baldwin		Office of Rep. Burgess
	emplinement of the state of the	Senior Policy Advisor	Office of Speaker Johnson
	Bary	Staff Director	House Committee on Education and Labor
	erskonderson og more kommersen med kommersen. Barry	Executive Director	Republican Study Committee
	Bauknecht	Chief of Staff	Office of Rep. Tiffany
	engegen gegene er en de	Chief of Staff	Office of Rep. Fulcher
		Chief of Staff	Office of Rep. Scalise
Jennifer	de populario de la composito d	Staff Director	House Committee on Rules
		Chief of Staff	Office of Rep. Estes
Process of the second of the s	Bernett	Chief of Staff	Office of Rep. Hill
		Director of Floor Operation	Office of Speaker Johnson
	room and the form of the common of the commo	Strategic Advisor to the Chief of Staff	Office of Speaker Johnson
Amanda and a second a second and a second a second and a second and a second and a		Chief of Staff	Office of Rep. Newhouse
	poet in the state of the state	Chief of Staff	Office of Rep. Jackson
		Chief of Staff	Office of Rep. Molinaro

Bair Blanchat Boffelli	Chief of Staff Chief of Staff	Office of Rep. Steube Office of Rep. Hudson Office of Rep. González-Colon
Bolton Bonnaure	Chief of Staff Chief of Staff	Office of Rep. Malliotakis Office of Rep. Reshenthaler Office of Rep. Smucker
	Director of Downtown Coalitions	Office of Majority Whip Emmer
Bounds Braden	Staff Director	Office of Hep. Opernotie House Committee on Agriculture
Bradley		Office of Rep. Moran
Bradley Brady	Office of Staff	Office of Rep. Buchanan
en contrator de pour la responsa de la composición de la composición de la composición de la composición de la	Chief of Staff	Office of Rep. Thompson
Brennan	Rapid Response Director	House Republican Conference
Brinson Brooke	Policy Director	Office of Majority Leader Scalise
APPLIA PROBLEM BROOKS Brooks	Chief of Staff	Office of Rep. Wenstrup
Broom	Staff Director	House Committee on Ethics
Brown	Chief of Staff	Office of Rep. Clyde
Buckham	Chief of Staff	Office of Rep. Greene
Burns	Chief of Staff	Office of Rep. Posey
Butcher	Member Services Director	Office of Speaker Johnson
Butler	Chief of Staff	Office of Rep. McHenry
Byers	Chief of Staff	Office of Rep. Pfluger
Calhoun	Chief of Staff	Office of Rep. Cammack
Calkins	Chief of Staff	Office of Rep. Burlison
on the state of th	General Counsel	Office of Speaker Johnson

Caretta Caretta Chief of Staff	Spencer	Carr	Chief of Staff	Office of Rep. Tenney
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Cutrona David David Dawson Chief of Staff Day Day Decker Del Bonis Del Bonis DelMarzo Chief of Staff		Cutrona		Office of Rep. Amodei
David David Davson Chief of Staff (PA) Day Day Decker Delaney Delaney Delaney DelMarzo Chief of Staff		Gutrona		Office of Rep. Joyce (PA)
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Decker Chief of Staff Del Bonis Delaney Executive Director DelMarzo		Day	ffairs	Office of Speaker Johnson
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Del Bonis Delaney Chief of Staff		Jecker		Office of Rep. Griffith
Delaney Chief of Staff		Del Bonis		Office of Majority Whip Emmer
The state of the s		Delaney	Executive Director	Republican Governance Group
		DeMarzo	Chief of Staff	Office of Rep. Miller (IL)

Monica	Didiuk	Chief of Staff	Office of Rep. Smith (NE)
	Donnellan	Chief of Staff	Office of Rep. Miller (WV)
	Douthat	Executive Director	Problem Solvers Caucus
Jonan	Downs	Chief of Staff	Office of Rep. Guest
	Dreiling	Chief of Staff	Office of Rep. Bacon
	Dreiling	Chief of Staff	Office of Rep. LaTurner
ostadiklavi elli si karika in adalah in menekaria darah memin	Dumas	Chief of Staff	Office of Rep. Flood
	Echinger	Chief of Staff	Office of Rep. Jordan
de Status y 2003 sussa, Pers pendado a refactor e el des regas		Chief of Staff	Office of Rep. Miller
		Chief of Staff	Office of Rep. Webster
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			Office of Rep. Williams (TX)
	Falkowski		Office of Rep. Yakym
	spel	Deputy Policy Director	Office of Speaker Johnson
	Tine	:	Office of Majority Leader Scalise
	FitzSimmons		Office of Rep. Finstad
	Foley		Office of Majority Whip Emmer
			Office of Rep. Hem
	Fox		Office of Rep. Emmer
	Fraher	use Operations	Office of Speaker Johnson
	Fultz		Office of Speaker Johnson
	Galanes	Chief of Staff	Office of Rep. Turner
	Geiger	Chief of Staff	Office of Rep. Balderson
	815	Chief of Staff	Office of Rep. D'Esposito
	Gilbert	Chief of Staff	Office of Rep. Dunn
	Glasscock	Chief of Staff	Office of Rep. Lucas
	Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
	Grace	Chief of Staff	Office of Rep. Lawler
	Grider	Chief of Staff	Office of Rep. Burchett
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	Kelly	Chief of Staff	Office of Rep. Rogers (KY)
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		Chief of Staff	Office of Rep. Van Drew
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		Floor Director	Office of Majority Whip Emmer
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		Communications Director	Office of Majority Whip Emmer
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		Deputy Director of Member Services	House Republican Conference
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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	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 M the Cavalier. Guests please check-in at the lobby of	
6:30 – 9:30 pm	DINNER: A SUMMER NIGHT ON THE LA	Raleigh Room (Cavalier Outside)

Lead | Serve | Excel

MONDAY, JUNE 17, 2024

8:00 – 9:00 am	BREAKFAST ON THE BOARDWALK Lawn (Marriott Rain Site: S	
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 BATTLEFIELD Former U.S. Navy Seal Carlos Mendez, Echelon Front	Salon A-E D
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 Brenda Becker, Chairwoman, Congressional Institute Board of Direct The Honorable Jen Kiggans, U.S. Representative for Virginia's Second Congressional District	
1:30 - 2:30 pm	HOMEGROWN HARD WORK TO CHIEF OF THE COMMONW. The Honorable Glenn Youngkin, Governor of Virginia (invited) A conversation with The Honorable Jen Kiggans, U.S. Representative	EALTH
2:30 – 3:30 pm	OOPS! AN ETHICS TABLE-TOP EXERCISE Jo-Marie St. Martin, General Counsel to Former Speaker Boehner Elliot Berke, Berke Farah LLP Keelie Broom, House Ethics Committee	Salon A-E
3:30 – 7:00 pm	BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)	
7:00 – 9:00 pm	A COASTAL RECEPTION & DINNER WITH FAMILY & FRIENDS (Between Marriott and Emba	tdoor Grill assy Suites)

Lead | Serve | Excel

TUESDAY, JUNE 18, 2024

4:30 pm

BREAKFAST ON THE BOARDWALK Lawn (Marriott Outside) 8:00 - 9:30 am Rain Site: Salon A-E Marriott 2nd Floor 8:00 am - 12:30 pm CONGRESSIONAL INSTITUTE HELP DESK HOW TO TALK WITH THE PUBLIC Salon A-E 9:30 - 10:30 am WHEN THE PUBLIC HATES EVERYTHING John McLaughlin, McLaughlin and Associates TBA, TBA Salon A-E A VIEW FROM ISRAEL ~ LIVE! 10:30 - 11:30 am IDF Veteran lan Shulman, No Other Land Ari Sacher, U.S. Israel Education Association (invited) TBA, Jewish Institute for National Security of America (invited) HOTEL CHECKOUT Hotel Lobby 11:00 am Guests should check out at their respective hotel lobbies. Salon A-E 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 **CONFERENCE CONCLUDES** 12:30 pm Main Entrance BUSES DEPART THE MARRIOTT 12:45 pm Marriott Boxed lunches will be available.

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.

SUND	AY.	TUNE	16,	2024
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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	NGE Guest Lounge Marriott 4 th Floor
4:00 pm	HOTEL CHECK-IN Attendee rooms are at two different hotels: the Man 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 of Leadership, Service and Excellence Kelle Strickland, President and CEO, Congress	

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MONDAY, JUN 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 2 nd Floor
9:00 – 10:30 am	LOOKOUT FOR YOUR PEOPLE, LEAD YOURSE LEAD YOUR TEAM: Lessons Learned on the Battlefiel Former U.S. Navy Seal Carlos Mendez, Echelon From	ld
10:30 – 11:30 am	REMEMBERING WHY IT'S GOOD TO BE A CHI Barrett Karr, Former Personal Office & Leadership C Lynnel Ruckert, Former Personal Office & Leadership Steve Stombres, Former Personal Office & Leadership Strategies A conversation with Brett Horton, Office of the Majority	hief, Silver Lake p Chief, Bold Strategies p Chief, Harbinger
11:30 am – 12:30 pr	m CLICKING AND CLASHING WITH GEN Z: Managing Performance through Uncertainty David Stillman, GenGuru A conversation with A.T. Johnston, Congressional Excell	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 Brenda Becker, Chairwoman, Congressional Institute	Salon A-E Institute Board of Directors
	The Honorable Jen Kiggans, U.S. Representative for Congressional District	Virginia's Second
1:30 – 2:30 pm	MAKING A DIFFERENCE, ACHIEVING GOALS, DEFINING SUCCESS AS A CHIEF: Chiefs-Turned-CEOs Share Lessons Learned Susan Hirschmann, Former Personal Office & Leader Jensen Bob Wood, Former HHS Chief, BGR Group A conversation with Hayden Haynes, Office of the Speak	ership Chief, Williams and
2:30 – 3:30 pm	FORKS Ben Domenech, The Transom	Salon A-E

Salon A-E OOPS! AN ETHICS TABLE-TOP EXERCISE

Keelie Broom, House Ethics Committee

Elliot Berke, Berke Farah LLP

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

Boehner

3:30 - 4:30 pm

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

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...**

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

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

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Office of Rep. Bacon		Wark
Office of Rep. Guest	Downs	Jordan
Office of Majority Whip Emmer	Del Bonis	Jackie
Office of Rep. Criffith		James
Office of Speaker Johnson	Dayer	Jordan
Office of Speaker Mike Johnson	Day	Corinne
Office of Rep. (cilly (PA)	Dawson	Kevin
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Office of Rep. Meuser	Costa	Tim
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Office of Rep. Van Orden	Case	Claire
Office of Speaker Johnson	Callen	Ashley
Office of Rep. Burlison	Calkins	Aaron
Office of Rep. Pfluger	Byers	John
Office of Speaker Johnson	Butcher	Courtney
House Committee on Ethics	Broom	Keelie
Office of Rep: Wenstrup	Brooks	Grego
House Republican Conference	Brennan	Francis
Office of Rep. Moran	Bigdley	Joshua
Office of Rep. Rutherford	Bradley	Jen

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