

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

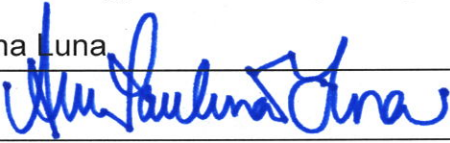
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Melvin Soto
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 08/14/2024 Return: 08/16/2024
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended: Trainings for Communications Directors
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - c. page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler:  Date: August 30, 2024

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

Name of Supervising Member: Anna Luna Date: August 30, 2024
Signature of Supervising Member: 

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid or provided in-kind support for the trip: Conservative Partnership Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: August 14 Date of Return: August 16

4. Name(s) of Traveler(s): see attached

Note: You may list more than one traveler on a form only if all information is identical for each person listed.

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$100	\$198	\$159	\$0
Accompanying Family Member	0	0	0	0

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Ed Corrigan Date: 8/20/24
Name: Ed Corrigan Title: President & CEO

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave SE Washington, D.C. 20003

Telephone: 202-937-2309 Email: sgast@compasslegal.org

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

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

This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

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

Name of Traveler: Melvin Soto

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

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Anna Luna

Office Address: 1017 Longworth HOB, Washington, DC 20515

Telephone Number: 202-225-5961

Email Address of Contact Person: melvin.soto@mail.house.gov

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

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

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

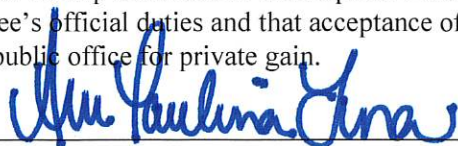
1. Name of Traveler: Melvin Soto
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Conservative Partnership Institute
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: August 14, 2024 Date of Return: August 16, 2024
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
 - (1) Name of Accompanying Family Member: _____
 - (2) Relationship to Traveler: Spouse Child Other (specify): _____
 - (3) Yes No Accompanying Family Member is at least 18 years of age?
6. a. Yes No Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**
I am the communications director for the office. This trip will help me gain skills to aid in my roll as a communications director and improve efforts for the office, including policy and procedure, franking, messaging, speech writing, etc.
9. **Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member: _____



Date: _____

July 11, 2024

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Sponsor who will be paying for the trip:

Conservative Partnership 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 attached

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

6. Date of Departure: August 14 Date of Return: August 16

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

b. Destination(s): Cambridge, MD

c. City of return: Washington, D.C.

8. **Check only one.** I represent that

- a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
- b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
- c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**
- a. I checked 8(a) or (b) above; **OR**
 - b. I checked 8(c) above but am not offering any lodging; **OR**
 - c. I checked 8(c) above and am offering lodging and meals for one night; **OR**
 - d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. _____

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
 - b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

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

CPD is solely responsible for organizing and conducting this trip. CPD provides regular educational briefings and training sessions to congressional staff. These programs focus on operations, communication, and other tools needed to become better public servants.

13. **Answer parts a and b. Answer part c if necessary:**

- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
- b. Class of travel: Coach Business First Charter Other (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted: _____

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*

15. **Check only one.** I represent that either:

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
 - 1) Detail the cost *per day* of meals (approximate cost may be provided): \$64

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

Location is owned by the trip sponsor, economical and conducive to education and training

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

Hotel Name: Camp Ryden City: Cambridge, MD Cost Per Night: \$99
 Reason(s) for Selecting: Location is owned by the trip sponsor, economical, and conducive to education and training

Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____

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

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$100	\$198	\$128
For each Accompanying Family Member	n/a	n/a	n/a

	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	0	0
For each Accompanying Family Member	n/a	n/a

19. **Check only one:**

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

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

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

Signature: Ed Corrigan Date: July 10th
 Name: Ed Corrigan Title: President + CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence Ave SE Washington, D.C. 20003
 Email: sgast@compasslegal.org Telephone: 202-937-2309

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

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

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NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Sponsor who will be paying for the trip:

Conservative Partnership 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 attached

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

6. Date of Departure: August 14 Date of Return: August 16

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

b. Destination(s): Cambridge, MD

c. City of return: Washington, D.C.

8. **Check only one.** I represent that

- a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
- b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
- c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**

- a. I checked 8(a) or (b) above; **OR**
- b. I checked 8(c) above but am not offering any lodging; **OR**
- c. I checked 8(c) above and am offering lodging and meals for one night; **OR**
- d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. _____

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

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

CPI is solely responsible for organizing and conducting this trip. CPI provides regular educational briefings and training sessions to congressional staff. These programs focus on operations, communication, and other tools needed to become better public servants.

13. **Answer parts a and b. Answer part c if necessary:**

- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
- b. Class of travel: Coach Business First Charter Other (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted: _____

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*

15. **Check only one.** I represent that either:

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
 - 1) Detail the cost *per day* of meals (approximate cost may be provided): \$64

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

Location is owned by the trip sponsor, economical and conducive to education and training

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

Hotel Name: Camp Ryden City: Cambridge, MD Cost Per Night: \$99
Reason(s) for Selecting: Location is owned by the trip sponsor, economical, and conducive to education and training
Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____

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

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$ 100	\$198	\$128
For each Accompanying Family Member	n/a	n/a	n/a

	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	0	0
For each Accompanying Family Member	n/a	n/a

19. **Check only one:**

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

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

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

Signature: Ed Corrigan Date: July 10th
 Name: Ed Corrigan Title: President + CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence Ave SE Washington, DC 20003
 Email: sqast@compasslegal.org Telephone: 202-937-2309

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

August 9, 2024

Mr. Melvin Soto
Office of the Honorable Anna Paulina Luna
1017 Longworth House Office Building
Washington, DC 20515

Dear Mr. Soto:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 14 to 16, 2024, sponsored by Conservative Partnership Institute, Inc.

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:eme

**Conservative Partnership Institute's (CPI)
Conservative Communicators Symposium
August 14 - 16, 2024**

Wednesday Aug 14, 2024

9:00 am Depart from 300 Independence Ave, SE, Washington, DC, 20003

11:00 am Arrival at 3675 DeCoursey Bridge Rd, Cambridge, MD 21613

11:00 am - 11:30 am **Check-in and Orientation**

11:30 - 12:30 pm **Session 1: Balancing Crossover Roles**

If hired for both official and non-official work, staff must adhere to ethics guidelines, balance their schedules, work with administration staff, and lead on policy initiatives at the cabinet level. McKinnis and Miller will lead a discussion of methods to best keep track of tasks and balance projects, all while staying in compliance with applicable ethics rules. They will also share their experiences juggling dual roles and the reality of working for positions in the administrative state.

Speakers: Melika McKinnis, former Policy Advisor for Senator Mike Lee & Darin Miller, Communications Director for Senator Ted Cruz

12:30 - 1:30 pm **Lunch and Session 2: Bicameral Policy and Procedure**

Bess will share expertise on House and Senate procedure to provide a bicameral view of legislation from introduction to passage. He will quiz attendees on their procedural knowledge and lead a discussion on a potential bill to aid staff in understanding the practicalities of the legislative process.

Speaker: Garrett Bess, Executive Director of Right Vote

1:30 - 2:30 pm **Session 3: Communicating to Persuade**

Henderson and Brown bring communications experience to this panel, and will lead a discussion on responding to crises and countering narratives proactively, and preventing communications errors.

Speakers: Matthew Henderson, Director of Government Affairs & Brandy Brown, Strategic Communications Manager at America First Policy Institute

2:30 - 4:00 pm **Session 4: Keys to Franking**

Attendees will participate in a discussion of methods for improving franking products, streamlining the drafting process, and working with vendors to increase the reach of constituent messages and promote their office's goals with professionalism and clarity.

Speaker: Elizabeth Conklin, Professional Staff Member, House Committee on Small Business

4:00 - 6:00 pm **Executive Time**

6:00 - 7:30 pm **Dinner & Session 5: Rebuilding The American Economy**

Moore frequently speaks around the world about American economics and policies.

He will discuss the importance of reforms to protect the American dream and increase prosperity through tax, trade, and economic policy.

Speaker: Stephen Moore, Heritage Foundation's Distinguished Fellow in Economics

Date Aug 15, 2024

9:30 – 10:00 am **Breakfast Buffet**

10:00 – 11:30 am **Session 6: Messaging on Immigration**

Miller will share his experience regarding the immigration crisis at the border, and will discuss communications strategies for sharing conservative immigration policy objectives to a wider audience.

Speaker: Stephen Miller, President, America First Legal

11:00 – 12:00 pm **Session 7: Collaboration and Scheduling**

The speakers will discuss their experiences in improving communications protocol with office schedulers, and to increase the ability to book and schedule media while still maintaining their principal's policy priorities.

Speaker: Victoria Cesaro, Scheduler for Rep. Andy Harris and Austin Macheledt, Scheduler for Rep. Dan Bishop

12:00 – 3:00 pm **Executive Time**

3:00 – 4:30 pm **Session 8: The Art of Speech Writing: A Practicum**

Baldwin is a noted speechwriter with years of experience in the field. She will share her experiences writing for numerous notable policy experts and thinkers and will walk guests through her process for producing speeches that make an impact.

Speaker: Brittany Baldwin, Founder, Illuminate Consulting

4:30 – 5:30 pm **Session 9: Working with State Activists**

Price and Ouimette will share their expertise in policy and communications at the state level, including how they improve outreach and build positive relationships with constituents and stakeholders.

Speaker: Greg Price, Director of Communications, State Freedom Caucus

6:30 – 7:00 pm **Break**

7:00 – 8:30 pm **Dinner: Managing National Communications Efforts**

As the former White House press secretary, Spicer will share his expertise with planning and executing successful national programs promoting conservative ideals or policy, as well as the pitfalls he learned from and experienced while working in conservative politics.

Speaker: Sean Spicer, Host of the Sean Spicer Podcast

Date Aug 16, 2024

8:30 - 9:00 am **Breakfast & Check Out**

9:00 am **Travel from Cambridge, MD 21613**

11:30 am **Travel to 300 Independence Ave, SE, Washington, DC, 20003**

Private Trip Sponsor Form Addendum

1. Harry Fones - Communications Director, House Freedom Caucus (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
2. Cesar Ybarra - Policy Director, House Freedom Caucus (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
3. Tim Reitz - Executive Director, House Freedom Caucus (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
4. Allie McCandless - Communications Director, Rep. Dan Bishop (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
5. Cassie Rae Higdon-- Communications Director, Rep. Andy Biggs (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
6. Maggie Clemmons - Communications Director, Rep. Ben Cline (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
7. Damon Sidur- Communications Director, Rep. Michael Cloud (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
8. Madeline Huffman - Communications Director, Rep. Andrew Clyde (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
9. Zack Kahler- Communications Director, Rep. Eli Crane (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
10. Matt McCall- Communications and Research Aide, Rep. Eli Crane (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
11. Daniel First - Communications Director, Rep. Byron Donalds (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
12. Elliott Kelley - Communications Director, Rep. Jeff Duncan (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
13. Joe Kirby- Press Assistant, Rep. Jeff Duncan (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)

14. Christianne Allen- Communications Director, Rep. Russ Fulcher (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
15. Marjorie Jackson- Communications Director, Rep. Bob Good (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
16. Krystina Skurk - Communications Director, Rep. Mark Green (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
17. Jackson Krug - Communications Director, Rep. Morgan Griffith (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
18. Anna Adamian- Communications Director, Rep. Rep. Andy Harris (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
19. James Winner - Communications Director, Rep. Diana Harshberger (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
20. Mackenzie Martinez- Communications Director, Rep. Clay Higgins (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
21. Russell Dye - Communications Director, Rep. Jim Jordan (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
22. Nadgey Louis Charles - Deputy Communications Director, House Judiciary Committee (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
23. Matthew Esguerra- Senior Communications Adviser, House Judiciary Committee (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
24. Melvin Soto Vazquez - Communications Director, Rep. Anna Paulina Luna (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
25. Jonathan Eberle- Communications Director, Rep. Mary Miller (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
26. Ryan Kelly - Communications Director, Rep. Alex Mooney (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)

27. Madison Green- Communications Director, Rep. Barry Moore (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
28. Annie Butler- Communications Director, Rep. Ralph Norman (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
29. Emma Settle- Communications Director, Rep. Andy Ogles (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
30. Giancarlo Mandato- Communications Director, Rep. Andy Ogles (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
31. Sara Lynn Colley - Communications Director, Rep. Scott Perry (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
32. Ron Kovach- Communications Director, Rep. Matt Rosendale (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
33. Nate Madden - Communications Director, Rep. Chip Roy (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
34. Jaime Iannidis- Communications Director, Rep. Chip Roy (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
35. Caroline Briscoe- Communications Director, Rep. Tom Tiffany (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)
36. Maddisen Grimm- Deputy Press Secretary, Rep. Tom Tiffany (*Invited as a Congressional staffer with interest in improving Congressional communications strategy*)

Private Trip Sponsor Form Addendum

1. Cassie Rae Higdon- Communications Director, Rep. Andy Biggs (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
2. Austin Macheledt - Scheduler/Operations Manager, Rep. Dan Bishop (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
3. Lexie Purdy - Press Secretary, Rep. Eric Burlison (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
4. Maggie Clemmons - Communications Director, Rep. Ben Cline (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
5. Zack Kahler - Communications Director, Rep. Eli Crane (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
6. Matt McCall - Communications and Research Aide, Rep. Eli Crane (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
7. Hannah Kelly - Press Assistant, Rep. Andrew Clyde (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
8. Madeline Huffman - Communications Director, Rep. Andrew Clyde (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
9. Joe Kirby- Press Assistant, Rep. Jeff Duncan (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
10. Marjorie Jackson- Communications Director, Rep. Bob Good (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
11. Victoria Cesaro - Scheduler, Rep. Andy Harris (Invited as a Congressional staffer with interest in improving Congressional scheduling strategy)
12. James Winner - Communications Director, Rep. Diana Harshberger (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
13. Russell Dye - Communications Director, Rep. Jim Jordan (Invited as a Congressional staffer with interest in improving Congressional communications strategy)

14. Melvin Soto Vazquez - Communications Director, Rep. Anna Paulina Luna (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
15. Jonathan Eberle - Senior Communications Adviser, Rep. Mary Miller (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
16. Steven Clark - Press Secretary, Rep. Alex Mooney (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
17. Giancarlo Mandato - Press Secretary, Rep. Andy Ogles (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
18. Sara Lynn Colley - Communications Director, Rep. Scott Perry (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
19. Gabriel Spencer - Press Secretary, Rep. Matt Rosendale (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
20. Harry Fones - Communications Director, House Freedom Caucus (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
21. Elisabeth Conklin - Professional Staff, House Committee on Small Business (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
22. Daniel Bucheli - Director, House Commission on Communications Standards (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
23. Stefanie Farrell - Deputy Press Secretary, House Judiciary Committee (Invited as a Congressional staffer with interest in improving Congressional communications strategy)

**Conservative Partnership Institute's (CPI)
Conservative Communicators Symposium
August 14 - 16, 2024**

Wednesday Aug 14, 2024

- 9:00 am** Depart from 300 Independence Ave, SE, Washington, DC, 20003
- 11:00 am** Arrival at 3675 DeCoursey Bridge Rd, Cambridge, MD 21613
- 11:00 - 11:30 am** Check-in and Orientation
- 11:30 am - 12:00 pm** **Session 1: Introduction & Communications Bootcamp**
Fones's session will discuss the purpose of offensive messaging and how to promote policies, such as appropriations and continuing resolutions, that are prioritized by conservative staff but are complicated or difficult for constituents to comprehend unless the content is direct and precise.
Speaker: Harry Fones, House Freedom Caucus, Communications Director
- 12:00 - 1:00 pm** **Session 2: Bicameral Policy and Procedure**
Bess will share expertise on House and Senate procedure to provide a bicameral view of legislation from introduction to passage. He will quiz attendees on their procedural knowledge and lead a discussion on a potential bill to aid staff in understanding the practicalities of the legislative process.
Speaker: Garrett Bess, Executive Director of Right Vote
- 1:00 - 2:15 pm** **Session 3: Collaboration and Scheduling**
The speakers will discuss their experiences in improving communications protocol with office schedulers, and to increase the ability to book and schedule media while still maintaining their principal's policy priorities.
Speakers: Victoria Cesaro, Scheduler for Rep. Andy Harris & Austin Macheledt, Scheduler for Rep. Dan Bishop
- 2:15- 3:15 pm** **Session 4: Communicating to Persuade**
Henderson and Brown bring communications experience to this panel, and will lead a discussion on responding to crises and countering narratives proactively, and preventing communications errors.
Speakers: Matthew Henderson, Director of Government Affairs & Brandy Brown, Strategic Communications Manager at America First Policy Institute
- 3:15 - 4:45 pm** **Session 5: Keys to Franking**
Attendees will participate in a discussion of methods for improving franking products, streamlining the drafting process, and working with vendors to increase the reach of constituent messages and promote their office's goals with professionalism and clarity.
Speakers: Daniel Bucheli, Director, House Commission on Communications Standards & Elisabeth Conklin, Professional Staff, House Committee on Small Business

4:45 – 6:30 pm

Executive Time

6:30 – 7:30 pm

Session 6: Rebuilding The American Economy

Moore frequently speaks around the world about American economics and policies. He will discuss the importance of reforms to protect the American dream and increase prosperity through tax, trade, and economic policy.

Speaker: Stephen Moore, Heritage Foundation's Distinguished Fellow in Economics

7:30 – 9:00 pm

Dinner & Session 7: Becoming a Master of Communications

Mr. Denton taught the importance of aggressive communications operations that promote conservative ideals, how to cooperate with media outlets to promote policy, and gave instructions on using outside groups to further policy goals.

Speaker: Wesley Denton, COO, CPI

Date Aug 15, 2024

9:30 – 10:30 am

Breakfast

10:30 – 11:30 am

Session 8: Balancing Crossover Roles

If hired for both official and non-official work, staff must adhere to ethics guidelines, balance their schedules, work with administration staff, and lead on policy initiatives at the cabinet level. Miller will lead a discussion of methods to best keep track of tasks and balance projects, all while staying in compliance with applicable ethics rules.

Speaker: Darin Miller, Communications Director for Senator Ted Cruz

11:30 am – 2:30 pm **Executive Time**

2:30 – 3:30 pm

Session 9: Messaging on Immigration

Miller will share his experience regarding the immigration crisis at the border, and will discuss communications strategies for sharing conservative immigration policy objectives to a wider audience.

Speaker: Stephen Miller, President, America First Legal

3:30 – 5:00 pm

Session 10: The Art of Speech Writing: A Practicum

MacDonell is a noted speechwriter with years of experience in the field. He will share his experiences writing for numerous notable policy experts and thinkers and will walk guests through a tried-and-true process for producing speeches that make an impact.

Speaker: Patrick MacDonnell, Policy Advisor & Speechwriter for Senator Tom Cotton

5:00 pm – 5:30 pm

Break

5:30 – 6:30 pm

Keynote Dinner & Session 11: Writing to Persuade

As a longtime journalist, Bedford will share his expertise on promoting conservative ideals or policy through the written word, as well as the pitfalls he learned from and experienced while working in conservative communications.

Speaker: Christopher Bedford, Senior Politics Editor & DC Correspondent, The Blaze Media

Date Aug 16, 2024

8:30 – 9:30 am Breakfast & Check Out

9:30 am Travel from Cambridge, MD 21613

12:00 pm Travel to 300 Independence Ave, SE, Washington, DC, 20003

