

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: Ashley Smith
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 10-7-24 Return: 10-9-24  
b. Dates at Personal Expense, if any: \_\_\_\_\_ OR  None
4. Departure City: Washington DC Destination: Keswick VA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Center Forward
6. Describe Meetings and Events Attended: Panels on how to work across the aisle and with the Senate  
A break out session Trade and a break out session on Tech/AI, and a policy roundtable.
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: 10-24-24

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

Name of Supervising Member: David Scott Date: 10-24-24

Signature of Supervising Member: 

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

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

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

1. Sponsor(s) who paid or provided in-kind support for the trip: Center Forward

2. Travel Destination(s): Keswick, VA

3. Date of Departure: Monday, October 7, 2024 Date of Return: Wednesday, October 9, 2024

4. Name(s) of Traveler(s): Jamie Fleet, Tiffany Guarascio, Charla Ouertatani, Ashley Smith


*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	\$0	\$500	\$325	\$250 (waived registration fee)
Accompanying Family Member	N/A	N/A	N/A	N/A

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

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

Signature:  Date: 10/9/24

Name: Riley Kilburg Title: Executive Director

Organization: Center Forward

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

Address: 1214A Ingleside Avenue, McLean, VA 22101

Telephone: (563) 542-6821 Email: riley@center-forward.org

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

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

# COMMITTEE ON ETHICS

## TRAVELER FORM

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

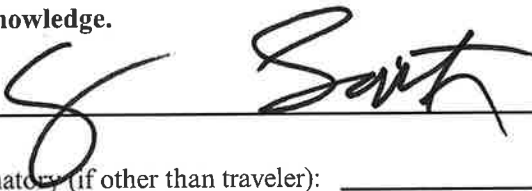
**This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).**

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

Name of Traveler: Ashley Smith

**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): House Committee on Agriculture

Office Address: 1010 Longworth

Telephone Number: 202-225-0317

Email Address of Contact Person: ashley.smith@mail.house.gov

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

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

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

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


# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Ashley Smith
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center Forward
3. City and State OR Foreign Country of Travel: Keswick, VA
4. a. Date of Departure: 10-7-24 Date of Return: 10-9-24  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**  
(1) Name of Accompanying Family Member: \_\_\_\_\_  
(2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Yes  No  Accompanying Family Member is at least 18 years of age?
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**  
As Deputy Staff Director for the House Committee on Agriculture I work Across the aisle to create better farm and finance policy. This conference is all about how to work together, and forge relationships across political lines to further policies that better the lives of citizens and encourage broad compromise to get things done.
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: 9-5-24

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:

Center Forward

2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*

3. **Check only one.** I represent that:

- a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
- b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**
- c.  The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_

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

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

6. Date of Departure: Monday, October 7th, 2024 Date of Return: Wednesday, October 9th, 2024

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

b. Destination(s): Keswick, VA

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:  
**See attached.** \_\_\_\_\_
- 

13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
  - b. Class of travel: Coach  Business  First  Charter  Other  (specify: Car or mini bus)
  - 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): \_\_\_\_\_
    - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_
- 

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

Hotel Name: Keswick Hall City: Keswick Cost Per Night: \$250  
 Reason(s) for Selecting: Ample meeting space with necessary A/V near Washington, D.C.

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

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

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

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

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$80.00	\$500.00	\$375.00
For each Accompanying Family Member	\$80.00	\$500.00	\$375.00


	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$250.00	Waived registration fee
For each Accompanying Family Member	\$0.00	

19. **Check only one:**

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

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

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

Signature:  Date: Tuesday, August 13, 2024  
 Name: Riley Kilburg Title: Executive Director  
 Organization: Center Forward  
 Address: 1214A Ingleside Avenue, McLean, Virginia 22101  
 Email: riley@center-forward.org Telephone: (563) 542-6821

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

**Private Sponsor Travel Certification Form: Supplemental**

<b>First</b>	<b>Last</b>	<b>Title</b>	<b>Affiliation</b>	<b>Reason</b>
Cyrus	Artz	Senior Policy Advisor	The Office of the Speaker of the House Mike Johnson	As the Senior Policy Advisor for Speaker of the House Mike Johnson with a focus on education and workforce policy, Mr. Artz can share his views on the current hiring challenges facing American businesses, and discuss what solutions have been effective in promoting stable employment.
Jennifer	Belair	Majority Staff Director	House Committee on Rules	As the Subcommittee Staff Director for the House Committee on Rules, Ms. Belair can provide perspectives on how parliamentary procedure will impact the legislative outcomes of the potential policy solutions discussed at the Fall Issues Conference.
Kim	Betz	Majority Staff Director	House Financial Services Committee	As Staff Director for the House Financial Services Committee, Ms. Betz can speak to how the federal push to nearshoring and allyshoring will impact America's financial services sector.
Chris	Bigelow	Minority Staff Director	House Committee on Appropriations	As Staff Director for the House Committee on Appropriations, Mr. Bigelow can offer valuable insights into federal funding priorities for healthcare and public health initiatives.
Parish	Braden	Majority Staff Director	House Committee on Agriculture	Mr. Braden can offer valuable insights into how agricultural supply chains are impacted by the U.S. strategic competition with China in his role as Staff Director for the House Committee on Agriculture.

**Private Sponsor Travel Certification Form: Supplemental**

<b>First</b>	<b>Last</b>	<b>Title</b>	<b>Affiliation</b>	<b>Reason</b>
Brandon	Casey	Minority Staff Director	House Ways and Means Committee	As the Staff Director of the House Ways and Means Committee, Mr. Casey can share his thoughts on the upcoming 2025 tax package, and identify areas for bipartisan agreement during the negotiations.
Kathy	Dedrick	Minority Staff Director	House Transportation and Infrastructure Committee	As Staff Director for the House Transportation and Infrastructure Committee, Ms. Dedrick can provide insights on how the Bipartisan Infrastructure Bill has affected the transportation and construction industries, and discuss further opportunities for bipartisan collaboration in this space.
Jamie	Fleet	Minority Staff Director	Committee on House Administration	As the Staff Director of the Committee on House Administration, Mr. Fleet can discuss the importance of bipartisan cooperation when working to reform election processes.
Brian	Garrett	Minority Staff Director	House Armed Services Committee	As the Staff Director of the House Armed Services Committee, Mr. Garrett can share his insights on the healthcare offered to U.S. military service members, and share suggestions on how it could be improved.
Hope	Goins	Minority Staff Director	House Committee on Homeland Security	Ms. Goins can provide her thoughts on how the U.S.-China strategic conflict impacts U.S. national security as the Staff Director for the House Committee on Homeland Security.

**Private Sponsor Travel Certification Form: Supplemental**

<b>First</b>	<b>Last</b>	<b>Title</b>	<b>Affiliation</b>	<b>Reason</b>
Tiffany	Guarascio	Minority Staff Director	House Committee on Energy and Commerce	Ms. Guarascio will share her expertise about how the healthcare sector is changing due to advancements in technology as Staff Director for the House Committee on Energy and Commerce.
Nate	Hodson	Majority Staff Director	House Committee on Energy and Commerce	As Staff Director for the House Committee on Energy and Commerce, Mr. Hodson can offer valuable insights into how emerging technologies have and will impact the healthcare sector.
Jeff	Lowenstein	Minority Staff Director	Permanent Select Committee on Intelligence	Mr. Lowenstein can engage in the conversation about the U.S.-China strategic competition from his position as the Staff Director for the House Permanent Selection Committee on Intelligence
Josh	Mathis	Majority Staff Director	House Committee on Science, Space, and Technology	As the Staff Director for the House Committee on Science, Space, and Technology, Mr. Mathis can provide insights on how the shift towards allyshoring and nearshoring will impact the supply chains of technological equipment Americans rely upon.
Carson	Middleton	Majority Staff Director	House Committee on Education and the Workforce	As Staff Director for the House Committee on Education and the Workforce, Mr. Middleton can provide his insights on the initiatives needed to address 21st-century workforce challenges.

**Private Sponsor Travel Certification Form: Supplemental**

<b>First</b>	<b>Last</b>	<b>Title</b>	<b>Affiliation</b>	<b>Reason</b>
Vivian	Moeglein	Majority Staff Director	House Committee on Natural Resources	As Staff Director for the House Committee on Natural Resources, Ms. Moeglein can provide insights into how the increased emphasis on nearshoring and allyshoring is impacting America's natural resource management.
Charla	Ouertatani	Minority Staff Director	House Financial Services Committee	As Staff Director for the House Financial Services Committee, Ms. Ouertatani can offer valuable insights into how cryptocurrencies and other digital assets are impacting the U.S. financial services sector.
Mike	Platt	Majority Staff Director	Committee on House Administration	Mr. Platt can discuss how emerging technologies could be used to improve and modernize the operations of the House of Representatives as the Staff Director on the Committee on House Administration.
Veronique	Pluiose	Minority Staff Director	House Committee on Education and the Workforce	Ms. Pluiose will share her knowledge about current educational programs aimed at closing the gaps in American workforce needs as Staff Director of the House Committee on Education and the Workforce
Matthew	Reel	Minority Staff Director	House Committee on Veterans' Affairs	As the Staff Director for the House Committee on Veterans' Affairs, Mr. Reel can discuss the healthcare programs in place for America's veterans and discuss potential areas for improvement.

**Private Sponsor Travel Certification Form: Supplemental**

<b>First</b>	<b>Last</b>	<b>Title</b>	<b>Affiliation</b>	<b>Reason</b>
Jack	Ruddy	Majority Staff Director	House Transportation and Infrastructure Committee	Mr. Ruddy can speak to current workforce challenges facing the construction industry and provide ideas for potential solutions from his position as Staff Director for the House Transportation and Infrastructure Committee.
Ashley	Smith	Minority Deputy Staff Director	House Committee on Agriculture	Ms. Smith will provide her perspective the current workforce challenges facing the agricultural sector as the Deputy Staff Director for the House Committee on Agriculture.
Lora	Snyder	Minority Staff Director	House Committee on Natural Resources	Ms. Snyder will share her thoughts on how the strategic competition with China impacts how the U. S. government views natural resource conversation and extration as the Staff Director of the House Committee on Natural Resources.
Julie	Tagen	Minority Staff Director	House Committee on Oversight and Accountability	As the Staff Director of the House Committee on Oversight and Accountability, Ms. Tagen can discuss the efficiency of U.S. workforce development programs.

12. Sponsor’s interest in the subject matter and role in organizing the trip:

Center Forward’s Fall Issues Conference is being convened to bring together pragmatic policy influencers from various industries, organizations, and the public sector to focus on common-sense solutions. Center Forward’s organizational mission is to provide centrists the information they need to craft common-sense solutions and provide support in turning those ideas into results. Center Forward brings together Members of Congress, not-for profits, academic experts, trade associations, corporations, and unions to find common ground.

Center Forward is the sole organizer of the trip. Center Forward is planning the Conference and is responsible for the organization and execution of the event logistics as well as the programming content. Discussion topics will include: The pressures currently affecting global supply chains and the ways that Congress can improve the security of American supply chains; analyzing solutions the address the current challenges facing the workforce; building bicameral relationships; balancing competing legislative priorities including emerging technologies and artificial intelligence, healthcare, and trade; working across the aisle in Congress to examining the outlook of leadership; positioning our current political moment within historical context; and the importance of finding ways to put aside partisan differences and work together to solve America's challenges. Participants are expected to include policymakers and advocacy groups as well as business leaders, academic researchers, and a member of the press.

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

October 3, 2024

Ms. Ashley Smith  
Committee on Agriculture  
1010 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Keswick, Virginia, scheduled for October 7 to 9, 2024, sponsored by Center Forward.

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

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

Sincerely,

Michael Guest  
Chairman

Susan Wild  
Ranking Member

MG/SW:amr



2024 Center Forward Fall Issues Conference  
Keswick Hall, Charlottesville, VA  
Monday, October 7th, 2024 – Wednesday, October 9th, 2024

---

<b>Monday, October 7th, 2024</b>
----------------------------------

**Recommended Attire: Casual**

**4:00 pm - 6:00 pm**      Conference Registration – Hardie Boardroom, Keswick Hall

*Note: If you arrive after registration is closed, please join us at the pavilion for a welcome reception. Conference registration will reopen at 8:00 am on Tuesday.*

**7:00 pm - 9:00 pm**      Conference Welcome Reception – The Pavilion, Keswick Hall

*Note: The pavilion is a short walk from the lobby.*

**7:30 pm - 8:00 pm**      Welcome Remarks and Conference Review – The 118th Congress in Review

Center Forward Executive Leadership team will welcome participants to the inaugural Fall Issues Conference. Remarks will include a review of the bipartisan legislation passed during the 118th Congress, and highlight opportunities for consensus in the 119th Congress and beyond, including legislation related to trade, healthcare, manufacturing, energy, and more. Q&A included.

- Ava Bowman Thomas, Program Manager, Center Forward
- Riley Kilburg, Executive Director, Center Forward
- Cori Kramer, Chief Executive Officer, Center Forward

**Tuesday, October 8th, 2024**

**Conference Program**

**All sessions take place in the Keswick Ballroom unless otherwise specified**

**Recommended Attire: Casual**

- |                           |   |
|---------------------------|---|
| <b>8:00 am - 9:00 am</b>  | Conference Registration – Hardie Boardroom  |
| <b>8:00 am - 9:00 am</b>  | Breakfast Buffet – Garden Room  |
| <b>9:00 am - 9:15 am</b>  | Welcome Remarks and Introduction <ul style="list-style-type: none"><li>- Cori Kramer, Chief Executive Officer, Center Forward</li></ul>   |
| <b>9:15 am - 9:45 am</b>  | Opening Conversation – Addressing National Security Risks in Critical Mineral and Raw Material Supply Chains <p>Dan Blumenthal, the former Senior Country Director for China, Taiwan, Hong Kong, and Mongolia at the Department of Defense, joins us for a conversation on the strategic competition between the United States and China, particularly as it pertains to critical mineral and raw material supply chains. In this discussion, Blumenthal will discuss the national security risks associated with the continued dominance of these vital supply chains by China. He will also explore the steps Washington is taking to mitigate these risks by relocating and diversifying supply chains, highlighting the broader implications for global security and economic stability.</p> <ul style="list-style-type: none"><li>- Dan Blumenthal, Senior Fellow, American Enterprise Institute</li><li>- Moderated by Cori Kramer, Chief Executive Officer, Center Forward</li></ul> |
| <b>9:45 am - 10:45 am</b> | Panel Discussion – Examining 21st Century Workforce Challenges and Solutions <p>Businesses across various industries are facing significant challenges in finding and retaining the workers necessary for efficient operations, despite unemployment being near historic lows in the U.S. Coupled with an aging workforce and the integration of AI into business processes, these obstacles signal the need for a comprehensive transformation of the current workforce. In this panel, workforce experts will explore the present and future challenges confronting employers in the labor market, and discuss potential solutions, such as</p>   |

upskilling, reskilling, and second-chance hiring, to help organizations adapt to a rapidly evolving labor market.

- Speaker to be announced, AARP
- Katie Spiker, Managing Director, National Skills Coalition
- Brent Orrell, Senior Fellow, American Enterprise Institute
- Moderated by Cori Kramer, Chief Executive Officer, Center Forward

**10:45 am - 11:30 am** Panel Discussion – The Keys to Building Bicameral Relationships

David Cleary, former Staff Director of the Senate Committee on Health, Education, Labor and Pensions, and Jeff Forbes, former Staff Director of the Senate Finance Committee, join us to share their recommendations for building effective relationships between House and Senate staff. The panelists will share best practices for House Staff Directors to cultivate strong connections with their Senate counterparts and offer valuable strategies for seeking to engage with Senate staff. This session will provide practical advice and insights into the dynamics of inter-chamber collaboration, aimed at fostering more productive relationships.

- David Cleary, Former Staff Director, Senate Committee on Health, Education, Labor and Pensions
- Jeff Forbes, Former Staff Director, Senate Committee on Finance
- Moderated by Cori Kramer, Chief Executive Officer, Center Forward

**11:30 am - 1:00 pm** Breakout Sessions – Balancing Competing Legislative Priorities

Conference participants will engage in small group discussions facilitated by subject matter experts to evaluate a diverse set of legislative priorities and identify bipartisan consensus on policies that align with shared objectives. In three distinct breakout sessions, participants will focus on issues related to emerging technologies, healthcare, and trade. Through collaborative dialogue, participants will analyze the public policy implications of their recommendations and strive to develop solutions that benefit all parties involved.

- Daniel Castro, Vice President, Information Technology and Innovation Foundation, Emerging Technologies Breakout
- Daniel Garza, Healthcare Program Manager, Center Forward, Healthcare Breakout
- Diego Marroquín Bitar, Bersin-Foster North America Scholar, The Wilson Center, Trade Breakout

**1:00 pm - 2:00 pm** Lunch – Garden Room

Working Lunch – An Examination of How the Founding Principles of Congress Continue to Impact Life on the Hill

Dr. Stephen Wirls, a scholar of the founding vision of Congress, explores the lasting influence of the principles established by the Founding Fathers on contemporary legislative practices and daily operations on Capitol Hill. Dr. Wirls will an analysis of how some of these historical precedents continue to shape modern governance, while others have all but disappeared from today’s Congress. After a brief presentation, attendees will have the opportunity to discuss in small groups, identifying ways in which the Founding Father’s vision for Congress impacts their current work in Washington.

- Dr. Stephen Wirls, Professor of Philosophy, Rhodes College

**2:00 pm - 3:30 pm** Breakout Sessions – Balancing Competing Legislative Priorities

Conference participants will have a second opportunity to work in small groups to have meaningful dialogue on some of the most important issues of the day. In three separate breakouts, participants will consider an issue related to emerging technologies, healthcare, and trade. Facilitated by special guests:

- Daniel Castro, Vice President, Information Technology and Innovation Foundation, Emerging Technologies Breakout
- Daniel Garza, Healthcare Program Manager, Center Forward, Healthcare Breakout
- Diego Marroquín Bitar, Bersin-Foster North America Scholar, The Wilson Center, Trade Breakout

**3:30 pm - 4:30 pm** Policy Roundtable Discussions – Great Lawn

Perspectives from House Committees on legislative progress made during the 118th Congress and opportunities for further collaboration in the 119th Congress.

**4:30 pm - 6:00 pm** Break

**Conference Closing Reception and Dinner**

***Recommended Attire: Business Casual***

**6:00 pm - 7:00 pm** Reception – Great Lawn

Conference attendees will have the opportunity to reflect on the day's programming and how attendees can incorporate what they have learned into their work in Congress.

**7:00 pm - 8:30 pm**

Dinner – Keswick Ballroom

This discussion will place today's contemporary political dynamics and policy challenges within the broader context of U.S. history, providing valuable insights into the ongoing evolution of American governance.

- *Dr. Doris Kearns Goodwin (invited)*

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

Conference Closing Remarks

Cori Kramer shares her key takeaways from the 2024 Fall Issues Conference and discusses the importance of continued bipartisan collaboration to promote a healthy and productive Congress.

- Cori Kramer, Chief Executive Officer, Center Forward

**Wednesday, October 9th, 2024**

***Recommended Attire: Casual***

**8:00 am - 10:00 am**      Breakfast Buffet – Garden Room

**11:00 am**                      Keswick Hall Checkout