

# 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: Monica Garay
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: April 23, 2025 Return: April 25, 2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: Redmond, WA Return City: Newark, NJ
5. Sponsor(s), Who Paid for the Trip: Microsoft
6. Describe Meetings and Events Attended: The Microsoft Staff Delegation Trip from April 23 - 25 offered a substantive, well-curated look into the company's most advanced technology areas, global operations, and key public policy  
\_\_\_\_\_
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: 5/8/2025

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: Adriano Esposito

Date: 5-8-2025

Signature of Supervising Member: \_\_\_\_\_

M.C.

# 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: Microsoft Corporation

2. Travel Destination(s): Redmond, WA (flying into Seattle)

3. Date of Departure: April 23, 2025 Date of Return: April 25, 2025

4. Name(s) of Traveler(s): Layla Brooks, Chiekiezie Chukwuka, Earl Scott Flood, Monica Garay, Anna Kenna, Jaelin Lespier, Matt Orr, Donald Pollard, Arturo Reyes, Angela Shin

**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	\$1500	\$376 (2 nights, \$188 per night)	\$79	\$0
Accompanying Family Member				

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

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

Signature: Michaela Berendt Date: April 30, 2025

Name: Michaela Berendt Title: Program Manager

Organization: Microsoft Corporation

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

Address: 1 Microsoft Way, Redmond, WA 98052

Telephone: +1 (425) 5387023 Email: miberend@Microsoft.com

*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: Monica Garay

**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): N/A

For Staff (name of employing Member or Committee): Congressional Hispanic Caucus

Office Address: 2332 Rayburn House Office Building

Telephone Number: 347-339-6552

Email Address of Contact Person: monica.garay@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

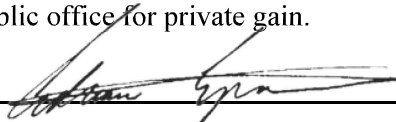
1. Name of Traveler: Monica Garay
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Microsoft
3. City and State **OR** Foreign Country of Travel: Redmond, WA
4. a. Date of Departure: April 23, 2025 Date of Return: April 25, 2025  
b. Yes  No  Will you be extending the trip at 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:  
Attendees are flying from the east coast and in order to participate in a full day of sessions, they must arrive the day before and depart the day after.
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 Executive Director of the Congressional Hispanic Caucus I oversee and advise on technology policy for 43 members of congress. Microsoft is a technology company and is interested in the public policy interest of the industry.
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: April 17, 2025

# 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](http://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:

Microsoft

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:

- The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
- 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**
- 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): \_\_\_\_\_

Invitees were chosen as they maintain positions of influence on the technology industries public policy priorities.

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

6. Date of Departure: April 23, 2025 Date of Return: April 25, 2025

7. a. City of departure: Washington DC

b. Destination(s): Redmond, WA (flying into Seattle)

c. City of return: Washington DC

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

- 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**
- The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
- 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.**
- I checked 8(a) or (b) above; **OR**
  - I checked 8(c) above but am not offering any lodging; **OR**
  - I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - 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. Attendees are flying from the east coast and in order to participate in a full day of sessions, they must arrive the day before and depart the day after.
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.**
- 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**
  - 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:  
Microsoft is an informational technology company and is interested in the public policy interests of the IT industry. Microsoft has sponsored all parts of organizing and operationalizing the trip, and Microsoft is the sole sponsor.
13. **Answer parts a and b. Answer part c if necessary:**
- Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
  - Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
  - 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:
- 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**
  - The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
    - Detail the cost *per day* of meals (approximate cost may be provided): One day of meals on 4/25/24 at \$75/day (\$15 breakfast, \$10 lunch, \$54 dinner)
    - Provide the reason for selecting the location of the event or trip: Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft reserachers & technologists while also visiting/participating in tours like the innovation lab
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: AC Hotel by Marriott City: Bellevue Cost Per Night: \$188  
Reason(s) for Selecting: Hotel fits within the locales per diem allowance & close to Microsoft campus.
- 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	<b>Total Transportation Expenses per Participant</b>	<b>Total Lodging Expenses per Participant</b>	<b>Total Meal Expenses per Participant</b>
For each Member, Officer, or Employee	Airfare \$1,500 Shuttle Bus \$150	2 nights, \$188 per night, per participant \$376	\$79
For each Accompanying Family Member			

	<b>Other Expenses (dollar amount per item)</b>	<b>Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)</b>
For each Member, Officer, or Employee	NA	Local transportation to/from Microsoft and dinner
For each Accompanying Family Member		

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: Michaela Berendt Date: 3/10/2025  
 Name: Michaela Berendt Title: Program Manager  
 Organization: Microsoft  
 Address: One Microsoft Way, Redmond, Wa 98052  
 Email: michaela.berendt@microsoft.com Telephone: +1 425.538.7023

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*  
Mark DeSaulnier, California  
*Ranking Member*

John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Ashley Hinson, Iowa  
Nathaniel Moran, Texas

Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland  
Sylvia R. Garcia, Texas  
Suhas Subramanyam, Virginia



ONE HUNDRED NINETEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Jordan Downs  
*Chief of Staff to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
<https://ethics.house.gov>

April 22, 2025

Ms. Monica Garay  
Congressional Hispanic Caucus  
2332 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Garay:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Redmond, Washington, scheduled for April 23 to 25, 2025, sponsored by Microsoft. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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

Mark DeSaulnier  
Ranking Member

MG/MD:rp

## **April 2025 Microsoft Congressional Staff Delegation Trip Invitee List**

<b>First Name</b>	<b>Last Name</b>	<b>Occupation</b>	<b>Office or Committee</b>
Emily	Ackerman	Deputy Director	Rep. Tom Emmer
Zach	Atran	Legislative Assistant	Rep. Ted Lieu
Shaefer	Bagwell	Legislative Director	Rep. George Whitesides
Victoria	Bautista	Legislative Director	Rep. Adam Smith
Nate	Beltran	Technology Counsel	Rep. Marc Veasey
Brie	Binder	Counsel	House Judiciary Committee
Clint	Blaes	Legislative Director	Rep. Derek Schmidt
Steven	Blattner	Legislative Director	Rep. Yvette Clarke
Morgan	Bodenarain	Policy Director	Congressional Black Caucus
Nick	Bowser	Legislative Director	Rep. Ashley Hinson
Layla	Brooks	Legislative Director	Rep. LaMonica McIver
Ed	Buckham	Chief of Staff	Rep. Marjorie Taylor Greene
Benjamin	Burnett	Legislative Director	Rep. Eric Swalwell
John	Byers	Chief of Staff	Rep. August Pfluger
John	Castillo	Legislative Director	Rep. John McGuire
Chi	Chukwuka	Legislative Director	Rep. Wesley Bell
Hannah	Cooper	Legislative Director	Rep. Sarah Elfreth
Jackie	DelBonis	Director	Rep. Tom Emmer
Elizabeth	Dossantos	Military Legislative Assistant	Rep. Mario Diaz-Balart
Vincent	Evans	Executive Director	Congressional Black Caucus
Patrick	Flood	Deputy Chief of Staff/Senior National Security Advisor	Rep. Don Bacon
Earl	Flood	Legislative Director	Rep. Robin Kelly
Ian	Foley	Policy Director	Rep. Tom Emmer
Kevin	Fox	Deputy Chief of Staff	Rep. Khanna
Garrett	Fultz	Chief of Staff	Rep. Mike Johnson
Monica	Garay	Executive Director	Congressional Hispanic Caucus
Megan	Garcia	Chief of Staff	Rep. Becca Balint
Brian	Garrett	Staff Director	House Armed Services Committee
Sarah	Gilbert	Chief of Staff	Rep. Neal Dunn
Katherine	Gillespie	Military Legislative Assistant	Rep. Marie Gluesenkamp Perez
Emily	Goldman	Senior Counsel	Rep. Hank Johnson
Jenny	Gorski	Chief of Staff	Rep. Michael Baumgartner
Liana	Guerra	Chief of Staff	Rep. Darren Soto
Meryl	Harold	Legislative Director	Rep. Eric Sorensen
Meave	Healy	Chief of Staff	Rep. Grace Meng
Ryan	Hedgepeth	Legislative Director	Rep. Troy Carter
Chase	Hite	Legislative Director	Rep. Jeff Crank
Lauren	Hodge	Chief of Staff	Rep. Brett Guthrie
Ben	Hoffner	Military Legislative Assistant	Rep. Chris Deluzio

Ryan	Hofmann	Policy Director	Rep. Lisa McClain
Gabrielle	Howard	Legislative Director	Rep. Sydney Kamlager-Dove
Simon	Joenler	Military Legislative Assistant	Rep. Robert Aderholt
Demarquin	Johnson	Legislative Director	Rep. Ayana Pressley
Jacqui	Kappler	Chief Counsel	House Judiciary Committee
Niko	Keddy	Legislative Assistant	Rep. Andrew Garbarino
Anna	Kenna	Senior Legislative Assistant	Rep. Marjorie Taylor Greene
Naajidah	Khan	Military Legislative Assistant	Rep. Veronica Escobar
Sophie	Khanahmadi	Deputy Staff Director	Rep. Brett Guthrie
Erik	Kinney	Policy Director	Rep. Lisa McClain
B.J.	Koohmaraie	Counsel	Rep. Stev Scalise
Yukon	Lee	Chief of Staff	Rep. Rob Menendez
Jaelin	Lespier	Legislative Assistant	Rep. Gerry Connolly
Lois	Lim	Senior Policy and Outreach Advisor	New Democratic Coalition
Amelia	Litynski	National Security Advisor	Majority Whip Tom Emmer
Jeff	Lowenstein	Staff Director	House Permanent Select Committee on Intelligence
Michael	Martin	Chief of Staff	Rep. Mark Alford
Justin	Maturo	Legislative Director	Rep. Derek Tran
Megan	McCorquodale	Legislative Assistant	Rep. Joe Neguse
Anna	McDonald	Sr. Legislative Assistant	Rep. Sydney Kamlager-Dove
Kirk	McPike	Chief of Staff	Rep. Mark Takano
Alan	McQuinn	Professional Staff	Committee on Science Space and Technology
Jonathan	Miller	Defense/Veterans Policy Advisor	Rep. Don Davis
Antwoin	Monach	Legislative Director	Rep. Hank Johnson
Olivia	Mullaney	Military Legislative Assistant	Rep. Pat Ryan
Rene	Munoz	Chief of Staff	Rep. Lou Correa
Ben	Napier	Director	Rep. Steve Scalise
Matt	Orr	Chief of Staff	Rep. Russell Fry
Heather	Painter	Legislative Director	Rep. Maggie Goodlander
Mehgan	Perez-Acosta	Chief of Staff	Rep. Byron Donalds
Phil	Poe	Chief of Staff	Rep. Max Miller
Donald	Pollard	Legislative Director	Rep. Jennifer McClellan
Arturo	Reyes	Legislative Assistant	Rep. Valerie Foushee
Jake	Ronan	Deputy Chief of Staff	Rep. Lisa McClain
Zac	Rutherford	Chief of Staff	Rep. Diana Harshbarger
Collin	Sabine	Legislative Director	Rep. Pat Harrigan
Sophica	Seid	Chief of Staff	Rep. Ashley Hinson
Beau	Shaw	Military Legislative Assistant	Rep. Jennifer Kiggans
Angela	Shin	Scheduler/LA	Rep. Maryland Strickland
Eli	Taichman	Legislative Director	Rep. Eugene Vindman
Shana	Teehan	Chief of Staff	Rep. Julie Fedorchak

Jett	Thompson	Deputy Chief of Staff/Legislative Director	Rep. Stephanie Bice
Michael	Velasquez	Military Legislative Assistant	Rep. Jake Ellzey
Zach	Weidlich	Chief of Staff	Rep. Craig Goldman
Noah	Yantis	Chief of Staff	Rep. Dan Newhouse
Lauren	Ziegler	Chief of Staff	Rep. Brian Babin

## Schedule

### Wednesday, April 23, 2025

Start Time	End Time	Subject/Speaker	Location
5:38 pm	8:35 pm	<b>Alaska Airlines Flight AS0003</b>	DCA to SEA
8:35 pm		<b>Arrival at SeaTac Airport</b> <i>Meet the Stewart Transportation shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign.</i>	
8:42 pm	9:00 pm	<b>Shuttle bus to hotel</b>	
9:00 pm		<b>HOTEL: AC Bellevue Downtown</b>	<a href="#">AC Bellevue Downtown</a> <a href="#">208 106th PI NE,</a> <a href="#">Bellevue, WA 98004</a>

### Thursday, April 24, 2025

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	<b>Shuttle Departs for Microsoft</b> <i>Meet the Stewart Transportation shuttle driver in front of the AC Bellevue Downtown. The shuttle will depart at 8:00 am.</i>	
8:30 am	9:15 am	<b>Welcome Breakfast and Opening Remarks</b> Frank Cavaliere, General Manager of Congressional Affairs <i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	Executive Briefing Center (EBC) 16070 NE 36th Way Redmond, WA 98052
9:15 am	10:00 am	<b>Gaming at Microsoft Briefing</b> Linda Norman, CVP, Deputy General Counsel <i>Linda Norman will provide a high-level briefing on the gaming market, including considerations related to the recent Activision Blizzard acquisition and XBOX.</i>	EBC   Evergreen West
10:00 am	10:15 am	<b>Break</b>	

Start Time	End Time	Subject/Speaker	Location
10:15 am	11:45 am	<b>Co-Pilot Demo and Responsible Artificial Briefing</b> Alamandar Chaudhry, Business Program Manager Amanda Craig, Senior Director, Responsible AI Public Policy <i>Alamandar Chaudhry will demonstrate Microsoft's CoPilot technology. He will be accompanied by Amanda Craig who will provide commentary on Microsoft's vision for a responsible generative AI ecosystem. The Office of Responsible AI (ORA) was established in mid-2019 to bring policy and governance expertise to the responsible AI ecosystem at Microsoft.</i>	EBC   Evergreen West
11:45 pm	12:00 pm	<b>Break &amp; Plate Lunch</b>	
12:00 pm	12:30 pm	<b>Lunch &amp; LinkedIn Economic Graph Briefing</b> Josh Connolly, Senior Manager, US Public Policy <i>Josh Connolly will present on the LinkedIn Economic Graph which provides unique insights into the world of work. LinkedIn's Economic Graph team partners with world leaders to analyze labor markets and recommend policy solutions to prepare the global workforce for the jobs of the future.</i>	EBC   Evergreen West
12:30 pm	1:00 pm	<b>Microsoft Philanthropies in the Community</b> Mike Egan, GM, TechSpark <i>Mike Egan will present on Microsoft Philanthropies aims to empower nonprofits and communities through technology and social impact initiatives. Their mission focuses on three pillars: driving inclusive economic growth globally, using technology to solve societal problems, and earning trust while adapting to regulations</i>	EBC   Evergreen West
1:00 pm	1:15 pm	<b>Break</b>	
1:15 pm	2:15 pm	<b>Quantum Briefing &amp; Tour of Microsoft Lab</b> Hasan Ali, Associate General Counsel <i>Microsoft Azure Quantum innovates across every layer of the quantum stack, from software and applications to control and devices. This includes the pursuit of fault-tolerant topological qubits that scale towards a general-purpose quantum computer.</i>	Building 127   Quantum Lab
2:15 pm	2:30 pm	<b>Break</b>	
2:30 pm	3:30 pm	<b>Microsoft Threat Intelligence Center Briefing</b> Jason Norton, Vice President, Security Research <i>Microsoft Threat Intelligence Center (MISTIC) Briefing</i>	Building 127

Start Time	End Time	Subject/Speaker	Location
		<i>MISTIC is a business unit comprised of cyber threat actor-focused intelligence team that discovers, tracks, and disrupts threats to protect Microsoft customers and partners.</i>	
3:30 pm	3:45 pm	<b>Shuttle to Redwest-C</b>	
3:45 pm	4:45 pm	<b>Digital Crimes Unit Tour</b> Steven Masada, AGC, Digital Crimes Unit <i>Microsoft's Digital Crimes Unit (DCU) is an international team of technical, legal and business experts that has been fighting cybercrime to protect victims since 2008. We use our expertise and unique view into online criminal networks to uncover evidence so that we can make criminal referrals to appropriate law enforcement throughout the world. DCU technicians will lead a tour through the space.</i>	Redwest C   DCU 5600 148th Ave NE Redmond, WA 98052
4:45 pm	5:00 pm	<b>Shuttle to Building 6</b>	
5:00 pm	6:30 pm	<b>Happy Hour and Heavy Appetizers @ Craft75</b> <i>Optional walking tour of Microsoft's new campus, speakers from throughout the day will be invited to attend.</i>	
6:30 pm		<b>Depart Microsoft for Hotel</b>	

## Friday, April 25, 2025

Start Time	End Time	Subject/Speaker	Location
	6:30 am	<b>Shuttle from AC Bellevue Hotel to SeaTac Airport</b>	
8:24 am	4:38 pm	<b>Depart SeaTac Airport</b> Akaka Airlines Flight AS0004	SEA to DCA



## Microsoft Campus Visit

### Details

Event	Microsoft Congressional Staff Delegation
Date	Thursday, April 25, 2024
Location	Microsoft Campus Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
Onsite Contact	Michaela Berendt Mobile: +1 (360) 790-4741 <a href="mailto:Miberend@Microsoft.com">Miberend@Microsoft.com</a>



## Logistics

The conference room where you will be meeting in is located on the second floor of Building 33 in the Executive Briefing Center on Microsoft's Main Campus. Your hosts will meet you in the lobby of the building to escort you to the conference room.

## Dress Code

The recommended dress code for the visit is business casual. Please wear comfortable walking shoes.

## Security

All guests must wear a badge when visiting a Microsoft building. Please always keep your badge visible while at Microsoft. Guests will be asked to show identification and verbally attest that they do not have symptoms of Covid-19 with the lobby host.

## Special Needs

Please alert your host if you have special needs so we may make every effort to accommodate you and provide for your comfort.



## Internet Access

### Windows and Android Devices



1. Select and Connect to the MSFTGUEST network
2. After you press connect, a browser will open to select the login method. Please select the Event Attendee Code button
3. Please enter 'Event Attendee Code' located on name tent and press Log In

### For iOS Devices



1. Disable iOS pop up blocker
2. Within Settings, under WiFi, select the MSFTGUEST network
3. When connected to the MSFTGUEST: Open Safari, Navigate to Bing, and Select Event Attendee Code
4. Please enter 'Event Attendee Code' located on name tent and press Log In



## Thursday, April 24, 2025

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	<b>Shuttle Departs for Microsoft</b> <i>Meet the Stewart Transportation shuttle driver at NE 2nd Street – Valet area of the AC Bellevue Downtown. The shuttle will depart at 8:00 am.</i>	
8:30 am	9:15 am	<b>Welcome Breakfast and Opening Remarks</b> Frank Cavaliere, General Manager of Congressional Affairs <i>Frank will discuss Microsoft's culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	Executive Briefing Center (EBC) 16070 NE 36th Way Redmond, WA 98052
9:15 am	10:15 am	<b>Gaming at Microsoft Briefing</b> Linda Norman, CVP, Deputy General Counsel <i>Linda Norman will provide a high-level briefing on the gaming market, including considerations related to the recent Activision Blizzard acquisition and XBOX.</i>	EBC   Evergreen West
10:15 am	10:30 am	<b>Shuttle EBC to Building 127</b>	
10:30 am	11:30 am	<b>Quantum Lab Tour</b> Michael Cowan, Principal Innovation Program Manager <i>Microsoft Azure Quantum innovates across every layer of the quantum stack, from software and applications to control and devices. This includes the pursuit of fault-tolerant topological qubits that scale towards a general-purpose quantum computer. The group will be broken into 3 sub-groups and participate in a tour of the Quantum Lab.</i>	B127   Quantum Lab
11:30 am	11:45 am	<b>Shuttle Building 127 to EBC</b>	



Start Time	End Time	Subject/Speaker	Location
11:45 am	12:15 pm	<b>Quantum Executive Briefing</b> Zulfi Alam, CVP, Quantum Computing <i>Zulfi will round out the Quantum discussion with an executive overview.</i>	EBC   Evergreen West
12:15 pm	12:30 pm	<b>Break and Lunch Plated</b>	
12:30 pm	1:00 pm	<b>Microsoft Philanthropies in the Community</b> Mike Egan, GM, TechSpark <i>Mike will present on Microsoft Philanthropies aims to empower nonprofits and communities through technology and social impact initiatives.</i>	EBC   Evergreen West
1:00 pm	1:20 pm	<b>LinkedIn Economic Graph Presentation</b> Josh Connolly, Senior Manager, US Public Policy <i>Josh Connolly will present on the LinkedIn Economic Graph which provides unique insights into the world of work. LinkedIn's Economic Graph team partners with leaders to analyze labor markets and recommend policy solutions to prepare the global workforce for the jobs of the future.</i>	EBC   Evergreen West
1:20 pm	1:30 pm	<b>Break</b>	
1:30 pm	2:45 pm	<b>Co-Pilot Demo and Responsible Artificial Briefing</b> Kirk Arthur, Senior Director, Business Strategy Amanda Craig, Senior Director, Responsible AI Public Policy <i>Kirk Arthur will demonstrate Microsoft's CoPilot technology. He will be accompanied by Amanda Craig who will provide commentary on Microsoft's vision for a responsible generative AI ecosystem. The Office of Responsible AI (ORA) was established in mid-2019 to bring policy and governance expertise to the responsible AI ecosystem at Microsoft.</i>	EBC   Evergreen West
2:45 pm	3:00 pm	<b>Shuttle to Redwest-C</b>	



Start Time	End Time	Subject/Speaker	Location
3:00 pm	4:00 pm	<b>Digital Crimes Unit Tour</b> Shilpa Bratt, Business Operations & Program Director <i>Microsoft's Digital Crimes Unit (DCU) is an international team of technical, legal and business experts that has been fighting cybercrime to protect victims since 2008. We use our expertise and unique view into online criminal networks to uncover evidence so that we can make criminal referrals to appropriate law enforcement throughout the world. DCU technicians will lead a tour through the space.</i>	Redwest C   DCU 5600 148th Ave NE Redmond, WA 98052
4:00 pm	4:30 pm	<b>Microsoft Threat Intelligence Center Briefing</b> Stefanie Metka, Principal Program Manager <i>Stefanie will review nation state cybersecurity trends Microsoft is tracking. The Microsoft Threat Intelligence community is made up of more than 10,000 world-class experts, security researchers, analysts, and threat hunters analyzing 78 trillion signals daily to discover threats and deliver timely and hyper-relevant insight to protect customers.</i>	DCU   CELA Situation Room
4:45 pm	5:00 pm	<b>Shuttle Redwest-C to Building 6</b>	
5:00 pm	6:30 pm	<b>Happy Hour and Heavy Appetizers @ Craft75</b> <i>Optional walking tour of Microsoft's new campus, speakers from throughout the day will be invited to attend.</i>	Craft 75   Building 6 16061 NE 36th Way Redmond, WA 98052
6:30 pm		<b>Depart Microsoft for Hotel</b>	

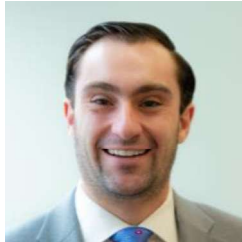


## Microsoft LinkedIn Profiles

<a href="#">Zulfi Alam</a>	CVP, Quantum Computing
<a href="#">Kirk Arthur</a>	Senior Director, Business Strategy
<a href="#">Shilpa Bratt</a>	Business Operations, Data & Program Director, Digital Crimes Unit
<a href="#">Frank Cavaliere</a>	General Manager, Congressional Affairs
<a href="#">Anais Carmona</a>	Director, Congressional Affairs
<a href="#">Josh Connolly</a>	Senior Manager, Government Affairs, LinkedIn
<a href="#">Amanda Craig Deckard</a>	Senior Director, Office of Responsible AI
<a href="#">Mike Egan</a>	GM, TechSpark, Philanthropies
<a href="#">Tyler Grassmeyer</a>	Director, Congressional Affairs
<a href="#">Rose Laughlin</a>	Director, Congressional Affairs
<a href="#">Stefanie Metka</a>	Principal Program Manager, Microsoft Threat Intelligence Center
<a href="#">Linda Norman</a>	CVP, Gaming Legal
<a href="#">Jonathan Schwantes</a>	Director, Congressional Affairs



## Congressional Staff Delegation Biographies



### Justin Anthony

*Deputy Chief of Staff, Senator Mike Lee*

Justin Anthony serves as the Deputy Chief of Staff and State Director for Senator Mike Lee. Upon graduating from the University of Oregon with a degree in Political Science, Justin moved back home to Salt Lake City and began working on local political campaigns. In 2016, he interned on Senator Lee's first re-election campaign and has worked for him since. Justin has served in many roles with the Senator both in Utah and in DC. In his free time, he loves to ski, watch football, and for some reason, train for long distance running relays.



### Layla Brooks

*Legislative Director, Representative LaMonica McIver*

Layla Brooks is a fifth-generation Washington, D.C. native, a proud HBCU alumna of Virginia State University, and holds a graduate degree from George Washington University. She brings five years of bicameral experience on Capitol Hill to her current role as Legislative Director for Congresswoman LaMonica McIver (NJ-10), where she leads the Congresswoman's legislative team, agenda and manages key policy portfolios, including education and national security. Layla has previously served Members of Congress representing Atlanta and New Orleans, bringing a deep understanding of urban issues, equity-driven policy, and a strong commitment to public service.



### Chi Chukwuka

*Legislative Director, Representative Wesley Bell*

Chi Chukwuka is a legislative and public policy professional with deep experience in federal government and intergovernmental affairs. He currently serves as Legislative Director for Congressman Wesley Bell (MO-01), where he leads legislative strategy and policy development.

Previously, Chi was a Senior Advisor for Intergovernmental Relations at the U.S. Department of Housing and Urban Development, where he served as a Biden-Harris political appointee. In this role, he managed senior-level outreach across multiple states and territories, advancing federal housing priorities in collaboration with state and local governments.

Chi has held multiple roles on Capitol Hill, including Chief of Staff and Legislative Director, where he built and led teams, developed legislative initiatives, and secured community project funding. He began his career as a Legislative Intern with the Colorado General Assembly, grounding his federal work in a strong understanding of local and state governance.

Chi holds a Master's degree in Political Management from George Washington University's Graduate School of Political Management and a B.A. in Political Science from Colorado State University. His professional focus includes housing policy, transportation, immigration, and strengthening intergovernmental partnerships to improve public service delivery.



### Earl Scott Flood

*Deputy Chief of Staff & Legislative Director, Representative Robin L. Kelly*

Earl Scott Flood is the Deputy Chief of Staff & Legislative Director for U.S. Representative Robin L. Kelly (IL-02). Earl advises Representative Kelly on her roles as a member of the



House Committee on Energy and Commerce and Chair of the House Tech Accountability Caucus. Immediately following law school, Earl was a Health and Judicial Policy Aide for U.S. Senator Claire McCaskill (D-MO). After working in the Senate, Earl worked for the American Association for Justice (AAJ), where he worked on legislative issues that focused on increasing and strengthening access to the courts. Earl returned to Congress to serve as Counsel for U.S. Representatives Cedric Richmond and Terri Sewell where he focused on issues including voting rights and improving health care services for rural and underserved communities during the height of the COVID-19 pandemic.



### Monica Garay

*Executive Director, Congressional Hispanic Caucus*

Monica Garay serves as the Executive Director for the 43-Member Congressional Hispanic Caucus, bringing over a decade of experience in public service, policymaking, management, and federal appropriations. A leading voice on technology and artificial intelligence policy, she has spearheaded CHC initiatives focused on AI governance, literacy, and equity to ensure emerging technologies serve all communities. She has played a key role in shaping AI-related legislation, advocating for responsible innovation, and expanding federal investments in AI education and workforce development. Her leadership on over 60 social equity projects, pivotal legislation like the Rucker Park National Commemorative Site Act, and major infrastructure advancements, including the historic Second Avenue Subway Phase 2 project, underscores her commitment to uplifting historically marginalized communities while positioning them at the forefront of the digital economy.



### Jasmine Hunt

*Democratic Staff Director, Senate Committee on Energy and Natural Resources*

Jasmine Hunt serves as the Democratic Staff Director for the Senate Committee on Energy and Natural Resources. Prior to that, she served as Deputy Chief of Staff and Senior Advisor to U.S. Secretary of Energy Jennifer Granholm where she helps manage and oversee program and support offices in the implementation of the implementation of the Biden-Harris Administration's historic clean energy infrastructure investments from the Bipartisan Infrastructure Law (BIL) and Inflation Reduction Act (IRA) and the innovation and deployment of clean energy technologies. She also led cross-cutting initiatives including permitting reform, grid reliability and modernization, and artificial intelligence and other emerging technologies.

Prior to her appointment, Jasmine served as Legislative Director for the Senate Assistant Democratic Leader, Dick Durbin of Illinois, managing the execution of the Senator's legislative, appropriations, and leadership efforts. Before that, she served as Sen. Durbin's Senior Policy Advisor, handling energy, science, environmental, and climate issues.

Dimitriou holds a B.A. in Chemistry and Biochemistry from Washington University in St. Louis, and a Ph.D. in Materials Chemistry from the University of California, Santa Barbara.



### Anna Kenna

*Senior Legislative Assistant, Representative Margorie Taylor Greene*

My name is Anna Kenna, and I'm a Senior Legislative Assistant for Congresswoman Greene. I attended William and Mary, where I obtained degrees in political science and marketing. I also swam in college, which was a big part of my college experience. In the summer following my junior year, I interned on the Hill for Congresswoman Greene, and immediately



upon graduation, I started full-time as a legislative correspondent for her. Nearly three years later, I now cover her Homeland Security committee, assist with the Oversight Subcommittee on DOGE, and handle the healthcare, education, and transportation policy portfolios.



### Jaelin Lespier

*Legislative Assistant, Representative Gerry Connolly*

Jaelin Lespier is a Legislative Assistant for Rep. Gerry Connolly, Ranking Member of the House Oversight Committee. She covers federal IT and tech policy, with a focus on modernizing government systems. Before the Hill, she was a product risk analyst at Twitter and researched defense tech and innovation policy on the staff of the Defense Innovation Board. She holds an MA in Security Studies from Georgetown University and a BA from the University of South Florida.



### Chance Lott

*Legislative Assistant, Senator Kevin Cramer*

Chance Lott is a legislative attorney and policy advisor specializing in artificial intelligence, emerging technologies, and federal regulatory affairs. He serves as a Legislative Assistant to U.S. Senator Kevin Cramer, where he leads the Senator's AI policy portfolio, shaping policy initiatives at the intersection of AI, commerce, and national security. In this role, Chance advises on AI governance, regulatory frameworks, and the economic implications of automation, ensuring policies foster innovation while addressing ethical and security concerns. His expertise extends across appropriations, budget, telecommunications, and judicial affairs, where he crafts legislation, drafts amendments, and navigates complex policy negotiations.

Prior to his current role, Chance worked in both the legislative and judicial branches, gaining a multifaceted understanding of



policy development and legal interpretation. He previously served as a legislative aide to Senator Markwayne Mullin, handling issues spanning financial services, economic development, and trade. He also worked for Senator John Neely Kennedy and clerked for the U.S. Senate Appropriations Committee, contributing to defense, homeland security, and foreign operations policy. Additionally, he gained experience in the federal judiciary as a summer law clerk for Judge W. Keith Watkins of the U.S. District Court for the Middle District of Alabama.

Chance holds a J.D. and LL.M. in Tax and Business Transactions from The University of Alabama School of Law, along with a specialized Certificate in Government Affairs. His background in government affairs includes work with public-private partnerships and engagement with multinational corporations such as Airbus and Mercedes-Benz. His legislative experience and legal acumen place him at the forefront of AI policymaking, where he is committed to advancing frameworks that balance technological progress with national security and economic competitiveness.



### **Christopher J. Mulkins**

*Director of Homeland Security for Ranking Member Peters,  
Senate Homeland Security and Governmental Affairs  
Committee*

Christopher J. Mulkins is the Director of Homeland Security with the Senate Homeland Security and Governmental Affairs and acts as the chief advisor to Chairman Peters on national and homeland security matters. Mr. Mulkins has been with the Committee since March 2018 covering a wide-range of homeland security issues, including cybersecurity, border policies, protecting America's critical infrastructure, agriculture and biological security, countering weapons of mass destruction, and emergency management.



Prior to joining the Committee staff, Mr. Mulkins was a Senior Analyst with the U.S. Government Accountability Office's International Affairs and Trade team. In his 11 years with GAO, Mr. Mulkins reviewed a variety of federal programs and activities, including U.S. efforts to build foreign partner security forces' capacity, international development assistance, U.S. embassy management, and visa issuance. He was posted to GAO's office at the U.S. Embassy in Kabul, Afghanistan for 8 months during 2011 and 2012 to help the agency provide oversight of U.S. government activities in the country.

Before joining GAO, Mr. Mulkins worked as a regional advisor to Senator Hillary Rodham Clinton in Syracuse, New York and as a policy advisor at the Center for European Policy Studies conducting immigration and asylum research in Brussels, Belgium.

Mr. Mulkins graduated with a Bachelor of Arts in international relations from James Madison University and received a Masters in Public Administration and a Masters of Arts in international relations from the Maxwell School at Syracuse University.



### Ashley Nagel

*Legislative Fellow, Senator Brian Schatz*

Ashley is currently a legislative fellow in the office of Senator Schatz (D-HI), working on AI policy and government modernization. Previously, Ashley was a senior software engineer at Apple, where she led software automation efforts to support the next generation of Apple's cellular devices.

Preceding this, she supported a variety of location-based software features on then-newly launched products including the Apple AirTag. She has also worked as a software engineer at Honeywell Aerospace, developing GPS receivers for commercial aviation and space applications. Ashley is interested in better understanding how emerging technology



can be regulated for the public good while still enabling innovation. Ashley earned her B.S. and M.S. in Electrical Engineering from Columbia University in the City of New York, with minors in Applied Mathematics and Dance.



### **Emily A. Park**

*Professional Staff Member, Senate Homeland Security and Governmental Affairs Committee*

Emily A. Park is a Professional Staff Member for the Senate Homeland Security and Government Affairs Committee for Chairman Peters and leads the cybersecurity, election security, critical infrastructure and emerging technology portfolio.

Before joining the Committee, she worked for the Atlantic Council's Cyber Statecraft Initiative and her published research includes "This Job Post Will Get You Kidnapped: A Deadly Cycle of Crime, Cyberscams, and Civil War in Myanmar" along with other projects at the intersection of technology and national security. Previously she worked for various defense contracting companies as an intelligence analyst and served as a language analyst for the U.S. Army from 2014-2019.

Emily Park has a Bachelor of Arts in international relations from George Mason University and a Master of Arts in security studies from Georgetown University.



### **Matt Orr**

*Chief of Staff, Representative Russel Fry*

Matt Orr serves as Chief of Staff to Congressman Russell Fry. Prior to serving as Chief of Staff to Congressman Fry, Matt served in communications and public affairs leadership roles at the South Carolina Attorney General's office, the South Carolina Department of Education, and the South Carolina Republican Party. Most recently, Matt served as Vice President of Public Affairs for First Tuesday Strategies, an



industry-leading campaign and public affairs strategy firm. Matt is a native of Great Falls, South Carolina, and holds a B.A. in Political Science from the University of South Carolina.



### Donald Pollard

*Legislative Director, Representative Jennifer L. McClellan*

Donald Pollard is the Legislative Director for Representative Jennifer L. McClellan (VA-04), where he leads efforts on a range of policy areas, including financial services, commerce, telecommunications, judiciary, and agriculture. Donald also handles the Congresswoman's Energy and Commerce work on the Communications and Technology Subcommittee. Prior to joining Representative McClellan's team, Donald served in the office of U.S. Senator Tim Kaine, where he held multiple positions, lastly serving as Policy Advisor. During his tenure, he was responsible for key portfolios such as commerce, science, technology, and criminal justice-related issues, helping to advance significant legislative initiatives. Donald also served as a legislative assistant for Representative Lauren Underwood (IL-14), where he handled her committee work on the Homeland Security Committee. A native of Richmond, Virginia, Donald earned his bachelor's degree from the University of Richmond in 2016 and a master's degree in public administration from American University in 2019.



### Arturo Reyes

*Senior Legislative Assistant, Representative Valerie Foushee*

Arturo Reyes is the policy lead on A.I., Science, Space, and Technology for Congresswoman Valerie Foushee (NC-04) and the Office's Senior Legislative Assistant. Prior to joining Rep. Foushee, Arturo worked in the Office of former-Congressman



David Price, a senior member of the House Appropriations Committee, where he handled commerce, justice, and science issues. As a first-generation graduate, Arturo attended Duke University, where he studied public policy at the Sanford School of Public Policy.



### Edgar Rivas

*Senior Policy Advisor, Senator John Hickenlooper*

Edgar Rivas serves as Senior Policy Advisor to U.S. Senator John Hickenlooper. In this capacity, he authors legislation and leads the Senator's policy work as a member of the Senate Commerce, Science, and Transportation Committee's jurisdiction, including science, technology, telecommunication, cybersecurity, space, consumer protection and transportation issues. He also leads the Senator's work as Ranking Member (and former Chairman) of the Senate Subcommittee on Consumer Protection, Technology, and Data Privacy and previously led the Senator's work as a member of the Bipartisan Innovation & Competition Conference to pass the *CHIPS & Science Act*.

Before the Senate, Rivas served as Senior Policy Advisor to U.S. Congressman Tom O'Halleran (D-AZ) and led his work on technology, telecommunications, cybersecurity, and energy issues as a member of the House Energy & Commerce Committee. Prior to Capitol Hill, Rivas served in government relations capacities at Ogilvy Government Relations and Liz Robbins Associates, helping build coalitions to advance the policy priorities of organizations in the technology sector.

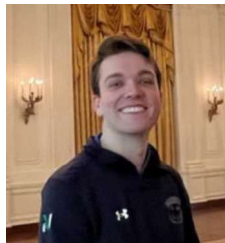
Rivas earned his Master's in Public Policy and Bachelor's in International Relations from George Mason University.



### Angela Shin

*Director of Scheduling and Legislative Aide, Representative Marilyn Strickland*

Angela is a Pacific Northwest native and graduate of the University of Washington, earning a BA in Political Science and Psychology. She serves as the Director of Scheduling and Legislative Aide for Rep. Marilyn Strickland, covering legislative issues on Science, Telecomms, Small Business, and Intellectual Property. She's also the lead staffer for the Congresswoman's activities with the Congressional Asian Pacific American Caucus (CAPAC) and the Congressional Caucus on Black Innovation (CCBI), which the Congresswoman Co-Chairs. Angela has been with Team Strickland for over four years now and is passionate about giving back to the Evergreen State.



### Clayton Stein

*Legislative Assistant, Senator Rick Scott*

Originally from Belle Glade, Florida, I graduated from the University of Florida in 2020 with a degree in Food & Resource Economics—Go Gators! After college, I spent two years in North Carolina as the Administrative Director for a summer camp before moving to Washington, D.C. For the past three years, I have worked in Senator Rick Scott's office in the U.S. Senate, covering a broad range of policy areas, including agriculture, natural resources, the environment, technology, trade, and space.



### Mark Wait

*Chief of Staff, Senator Mike Lee*

Mark Wait serves as Chief of Staff to Senator Mike Lee, where he assists with implementing the agenda of Utah's senior senator. A graduate of Utah Valley University, Mark began his career as an intern in Lee's office. Mark lives in Virginia with his wife, Sarah, and their newborn son.



### **Kaitlin Williams**

*Senior Policy Advisor, Senator Lindsey Graham*

Kaitlin Williams is a seasoned public policy professional with nearly eight years of experience in the United States Senate. She currently serves as a Senior Policy Advisor for Senator Lindsey Graham. Kaitlin began her Senate career in 2017 as a Staff Assistant, gaining firsthand experience in constituent services and daily legislative operations. She was later promoted to Legislative Aide, supporting senior staff on a portfolio that included health, tax, and economic policy. She was then promoted to Legislative Assistant, managing a broad portfolio covering transportation, education, financial services, telecommunications, and general government issues. In December 2024, Kaitlin assumed her current role as Senior Policy Advisor, where she continues to shape policy and drive legislative initiatives. Kaitlin holds a Bachelor of Arts in Political Science, with a minor in Communication, from the College of Charleston.

# 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](http://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:

Microsoft

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:

- The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
- 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**
- 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): \_\_\_\_\_

Invitees were chosen as they maintain positions of influence on the technology industries public policy priorities.

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

6. Date of Departure: April 23, 2025 Date of Return: April 25, 2025

7. a. City of departure: Washington DC

b. Destination(s): Redmond, WA (flying into Seattle)

c. City of return: Washington DC

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

- 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**
- The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
- 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.**
- I checked 8(a) or (b) above; **OR**
  - I checked 8(c) above but am not offering any lodging; **OR**
  - I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - 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. Attendees are flying from the east coast and in order to participate in a full day of sessions, they must arrive the day before and depart the day after.
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.**
- 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**
  - 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:  
Microsoft is an informational technology company and is interested in the public policy interests of the IT industry. Microsoft has sponsored all parts of organizing and operationalizing the trip, and Microsoft is the sole sponsor.
13. **Answer parts a and b. Answer part c if necessary:**
- Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
  - Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
  - 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:
- 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**
  - The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
    - Detail the cost *per day* of meals (approximate cost may be provided): One day of meals on 4/25/24 at \$75/day (\$15 breakfast, \$10 lunch, \$54 dinner)
    - Provide the reason for selecting the location of the event or trip: Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft reserachers & technologists while also visiting/participating in tours like the innovation lab
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: AC Hotel by Marriott City: Bellevue Cost Per Night: \$188  
Reason(s) for Selecting: Hotel fits within the locales per diem allowance & close to Microsoft campus.
- 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	Airfare \$1,500 Shuttle Bus \$150	2 nights, \$188 per night, per participant \$376	\$79
For each Accompanying Family Member			

	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	NA	Local transportation to/from Microsoft and dinner
For each Accompanying Family Member		

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: Michaela Berendt Date: 3/10/2025  
 Name: Michaela Berendt Title: Program Manager  
 Organization: Microsoft  
 Address: One Microsoft Way, Redmond, Wa 98052  
 Email: michaela.berendt@microsoft.com Telephone: +1 425.538.7023

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

## **April 2025 Microsoft Congressional Staff Delegation Trip Invitee List**

<b>First Name</b>	<b>Last Name</b>	<b>Occupation</b>	<b>Office or Committee</b>
Emily	Ackerman	Deputy Director	Rep. Tom Emmer
Zach	Atran	Legislative Assistant	Rep. Ted Lieu
Shaefer	Bagwell	Legislative Director	Rep. George Whitesides
Victoria	Bautista	Legislative Director	Rep. Adam Smith
Nate	Beltran	Technology Counsel	Rep. Marc Veasey
Brie	Binder	Counsel	House Judiciary Committee
Clint	Blaes	Legislative Director	Rep. Derek Schmidt
Steven	Blattner	Legislative Director	Rep. Yvette Clarke
Morgan	Bodenarain	Policy Director	Congressional Black Caucus
Nick	Bowser	Legislative Director	Rep. Ashley Hinson
Layla	Brooks	Legislative Director	Rep. LaMonica McIver
Ed	Buckham	Chief of Staff	Rep. Marjorie Taylor Greene
Benjamin	Burnett	Legislative Director	Rep. Eric Swalwell
John	Byers	Chief of Staff	Rep. August Pfluger
John	Castillo	Legislative Director	Rep. John McGuire
Chi	Chukwuka	Legislative Director	Rep. Wesley Bell
Hannah	Cooper	Legislative Director	Rep. Sarah Elfreth
Jackie	DelBonis	Director	Rep. Tom Emmer
Elizabeth	Dossantos	Military Legislative Assistant	Rep. Mario Diaz-Balart
Vincent	Evans	Executive Director	Congressional Black Caucus
Patrick	Flood	Deputy Chief of Staff/Senior National Security Advisor	Rep. Don Bacon
Earl	Flood	Legislative Director	Rep. Robin Kelly
Ian	Foley	Policy Director	Rep. Tom Emmer
Kevin	Fox	Deputy Chief of Staff	Rep. Khanna
Garrett	Fultz	Chief of Staff	Rep. Mike Johnson
Monica	Garay	Executive Director	Congressional Hispanic Caucus
Megan	Garcia	Chief of Staff	Rep. Becca Balint
Brian	Garrett	Staff Director	House Armed Services Committee
Sarah	Gilbert	Chief of Staff	Rep. Neal Dunn
Katherine	Gillespie	Military Legislative Assistant	Rep. Marie Gluesenkamp Perez
Emily	Goldman	Senior Counsel	Rep. Hank Johnson
Jenny	Gorski	Chief of Staff	Rep. Michael Baumgartner
Liana	Guerra	Chief of Staff	Rep. Darren Soto
Meryl	Harold	Legislative Director	Rep. Eric Sorensen
Meave	Healy	Chief of Staff	Rep. Grace Meng
Ryan	Hedgepeth	Legislative Director	Rep. Troy Carter
Chase	Hite	Legislative Director	Rep. Jeff Crank
Lauren	Hodge	Chief of Staff	Rep. Brett Guthrie
Ben	Hoffner	Military Legislative Assistant	Rep. Chris Deluzio

Ryan	Hofmann	Policy Director	Rep. Lisa McClain
Gabrielle	Howard	Legislative Director	Rep. Sydney Kamlager-Dove
Simon	Joenler	Military Legislative Assistant	Rep. Robert Aderholt
Demarquin	Johnson	Legislative Director	Rep. Ayana Pressley
Jacqui	Kappler	Chief Counsel	House Judiciary Committee
Niko	Keddy	Legislative Assistant	Rep. Andrew Garbarino
Anna	Kenna	Senior Legislative Assistant	Rep. Marjorie Taylor Greene
Naajidah	Khan	Military Legislative Assistant	Rep. Veronica Escobar
Sophie	Khanahmadi	Deputy Staff Director	Rep. Brett Guthrie
Erik	Kinney	Policy Director	Rep. Lisa McClain
B.J.	Koohmaraie	Counsel	Rep. Stev Scalise
Yukon	Lee	Chief of Staff	Rep. Rob Menendez
Jaelin	Lespier	Legislative Assistant	Rep. Gerry Connolly
Lois	Lim	Senior Policy and Outreach Advisor	New Democratic Coalition
Amelia	Litynski	National Security Advisor	Majority Whip Tom Emmer
Jeff	Lowenstein	Staff Director	House Permanent Select Committee on Intelligence
Michael	Martin	Chief of Staff	Rep. Mark Alford
Justin	Maturo	Legislative Director	Rep. Derek Tran
Megan	McCorquodale	Legislative Assistant	Rep. Joe Neguse
Anna	McDonald	Sr. Legislative Assistant	Rep. Sydney Kamlager-Dove
Kirk	McPike	Chief of Staff	Rep. Mark Takano
Alan	McQuinn	Professional Staff	Committee on Science Space and Technology
Jonathan	Miller	Defense/Veterans Policy Advisor	Rep. Don Davis
Antwoin	Monach	Legislative Director	Rep. Hank Johnson
Olivia	Mullaney	Military Legislative Assistant	Rep. Pat Ryan
Rene	Munoz	Chief of Staff	Rep. Lou Correa
Ben	Napier	Director	Rep. Steve Scalise
Matt	Orr	Chief of Staff	Rep. Russell Fry
Heather	Painter	Legislative Director	Rep. Maggie Goodlander
Mehgan	Perez-Acosta	Chief of Staff	Rep. Byron Donalds
Phil	Poe	Chief of Staff	Rep. Max Miller
Donald	Pollard	Legislative Director	Rep. Jennifer McClellan
Arturo	Reyes	Legislative Assistant	Rep. Valerie Foushee
Jake	Ronan	Deputy Chief of Staff	Rep. Lisa McClain
Zac	Rutherford	Chief of Staff	Rep. Diana Harshbarger
Collin	Sabine	Legislative Director	Rep. Pat Harrigan
Sophica	Seid	Chief of Staff	Rep. Ashley Hinson
Beau	Shaw	Military Legislative Assistant	Rep. Jennifer Kiggans
Angela	Shin	Scheduler/LA	Rep. Maryland Strickland
Eli	Taichman	Legislative Director	Rep. Eugene Vindman
Shana	Teehan	Chief of Staff	Rep. Julie Fedorchak

Jett	Thompson	Deputy Chief of Staff/Legislative Director	Rep. Stephanie Bice
Michael	Velasquez	Military Legislative Assistant	Rep. Jake Ellzey
Zach	Weidlich	Chief of Staff	Rep. Craig Goldman
Noah	Yantis	Chief of Staff	Rep. Dan Newhouse
Lauren	Ziegler	Chief of Staff	Rep. Brian Babin

## Schedule

### Wednesday, April 23, 2025

Start Time	End Time	Subject/Speaker	Location
5:38 pm	8:35 pm	<b>Alaska Airlines Flight AS0003</b>	DCA to SEA
8:35 pm		<b>Arrival at SeaTac Airport</b> <i>Meet the Stewart Transportation shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign.</i>	
8:42 pm	9:00 pm	<b>Shuttle bus to hotel</b>	
9:00 pm		<b>HOTEL: AC Bellevue Downtown</b>	<a href="#">AC Bellevue Downtown</a> <a href="#">208 106th PI NE,</a> <a href="#">Bellevue, WA 98004</a>

### Thursday, April 24, 2025

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	<b>Shuttle Departs for Microsoft</b> <i>Meet the Stewart Transportation shuttle driver in front of the AC Bellevue Downtown. The shuttle will depart at 8:00 am.</i>	
8:30 am	9:15 am	<b>Welcome Breakfast and Opening Remarks</b> Frank Cavaliere, General Manager of Congressional Affairs <i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	Executive Briefing Center (EBC) 16070 NE 36th Way Redmond, WA 98052
9:15 am	10:00 am	<b>Gaming at Microsoft Briefing</b> Linda Norman, CVP, Deputy General Counsel <i>Linda Norman will provide a high-level briefing on the gaming market, including considerations related to the recent Activision Blizzard acquisition and XBOX.</i>	EBC   Evergreen West
10:00 am	10:15 am	<b>Break</b>	

Start Time	End Time	Subject/Speaker	Location
10:15 am	11:45 am	<b>Co-Pilot Demo and Responsible Artificial Briefing</b> Alamandar Chaudhry, Business Program Manager Amanda Craig, Senior Director, Responsible AI Public Policy <i>Alamandar Chaudhry will demonstrate Microsoft's CoPilot technology. He will be accompanied by Amanda Craig who will provide commentary on Microsoft's vision for a responsible generative AI ecosystem. The Office of Responsible AI (ORA) was established in mid-2019 to bring policy and governance expertise to the responsible AI ecosystem at Microsoft.</i>	EBC   Evergreen West
11:45 pm	12:00 pm	<b>Break &amp; Plate Lunch</b>	
12:00 pm	12:30 pm	<b>Lunch &amp; LinkedIn Economic Graph Briefing</b> Josh Connolly, Senior Manager, US Public Policy <i>Josh Connolly will present on the LinkedIn Economic Graph which provides unique insights into the world of work. LinkedIn's Economic Graph team partners with world leaders to analyze labor markets and recommend policy solutions to prepare the global workforce for the jobs of the future.</i>	EBC   Evergreen West
12:30 pm	1:00 pm	<b>Microsoft Philanthropies in the Community</b> Mike Egan, GM, TechSpark <i>Mike Egan will present on Microsoft Philanthropies aims to empower nonprofits and communities through technology and social impact initiatives. Their mission focuses on three pillars: driving inclusive economic growth globally, using technology to solve societal problems, and earning trust while adapting to regulations</i>	EBC   Evergreen West
1:00 pm	1:15 pm	<b>Break</b>	
1:15 pm	2:15 pm	<b>Quantum Briefing &amp; Tour of Microsoft Lab</b> Hasan Ali, Associate General Counsel <i>Microsoft Azure Quantum innovates across every layer of the quantum stack, from software and applications to control and devices. This includes the pursuit of fault-tolerant topological qubits that scale towards a general-purpose quantum computer.</i>	Building 127   Quantum Lab
2:15 pm	2:30 pm	<b>Break</b>	
2:30 pm	3:30 pm	<b>Microsoft Threat Intelligence Center Briefing</b> Jason Norton, Vice President, Security Research <i>Microsoft Threat Intelligence Center (MISTIC) Briefing</i>	Building 127

Start Time	End Time	Subject/Speaker	Location
		<i>MISTIC is a business unit comprised of cyber threat actor-focused intelligence team that discovers, tracks, and disrupts threats to protect Microsoft customers and partners.</i>	
3:30 pm	3:45 pm	<b>Shuttle to Redwest-C</b>	
3:45 pm	4:45 pm	<b>Digital Crimes Unit Tour</b> Steven Masada, AGC, Digital Crimes Unit <i>Microsoft's Digital Crimes Unit (DCU) is an international team of technical, legal and business experts that has been fighting cybercrime to protect victims since 2008. We use our expertise and unique view into online criminal networks to uncover evidence so that we can make criminal referrals to appropriate law enforcement throughout the world. DCU technicians will lead a tour through the space.</i>	Redwest C   DCU 5600 148th Ave NE Redmond, WA 98052
4:45 pm	5:00 pm	<b>Shuttle to Building 6</b>	
5:00 pm	6:30 pm	<b>Happy Hour and Heavy Appetizers @ Craft75</b> <i>Optional walking tour of Microsoft's new campus, speakers from throughout the day will be invited to attend.</i>	
6:30 pm		<b>Depart Microsoft for Hotel</b>	

## Friday, April 25, 2025

Start Time	End Time	Subject/Speaker	Location
	6:30 am	<b>Shuttle from AC Bellevue Hotel to SeaTac Airport</b>	
8:24 am	4:38 pm	<b>Depart SeaTac Airport</b> Akaka Airlines Flight AS0004	SEA to DCA