

# 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: Melody Tan
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 7/28/25 Return: 7/31/25  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: Seattle, WA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Center Forward
6. Describe Meetings and Events Attended: Site visits to companies working on biomedical research and development, tech, telecom, artificial intelligence, manufacturing, and fusion energy
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: Melody Tan  Digitally signed by Melody Tan  
Date: 2025.08.01 17:02:02 -04'00' Date: 8/1/25

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: Jennifer McClellan Date: 8/1/25

Signature of Supervising Member: Jennifer McClellan  Digitally signed by Jennifer McClellan  
Date: 2025.08.01 17:02:08 -04'00'

# 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): Seattle, WA

3. Date of Departure: Monday, July 28th, 2025 Date of Return: Thursday, July 31st, 2025

4. Name(s) of Traveler(s): Melody Tan


**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                   | \$946.65                      | \$765.00               | \$229.37            | *All air and ground transportation included*                  |
| 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: Friday, August 1, 2025

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: Melody Tan

**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: Melody Tan

Digitally signed by Melody Tan  
Date: 2025.06.25 10:57:09 -04'00'

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Jennifer McClellan

Office Address: 1628 Longworth House Office Building

Telephone Number: 202-225-6365

Email Address of Contact Person: melody.tan@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: Melody Tan
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: Seattle, WA
4. a. Date of Departure: 7/28/25 Date of Return: 7/31/25  
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.**  
This trip involves discussions and site visits addressing biomedical research and development; artificial intelligence in medical technologies; trade, tariffs, and supply chains; and fusion energy. These are topics I cover as senior policy advisor with a portfolio that includes all health and energy issues for a member on the Energy and Commerce Committee.  
\_\_\_\_\_

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: Jennifer McClellan Digitally signed by Jennifer McClellan  
Date: 2025.06.25 10:57:24 -04'00' Date: 6/25/25

# 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 attached supplemental form.

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

6. Date of Departure: Monday, July 28th, 2025 Date of Return: Thursday, July 31st, 2025

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

b. Destination(s): Seattle, WA

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:  
**Please see attached supplemental form.**
- 

13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
  - b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
  - c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:  
 \_\_\_\_\_
- 

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

15. **Check only one.** I represent that either:
- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
  - b.  The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
    - 1) Detail the cost *per day* of meals (approximate cost may be provided): \$90 for two full programming days, \$65 for two travel days
    - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
**Please see attached supplemental form.**

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

Hotel Name: Lotte Hotel Seattle City: Seattle Cost Per Night: \$255  
 Reason(s) for Selecting: Central location with easy access to downtown Seattle and meeting sites in

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<br><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   | \$1,100.00   | \$765.00                                      | \$310.00                                   |
| For each Accompanying Family Member   | N/A  | N/A   | N/A  |


|                                       | <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 | \$0.00   | Air and ground transportation included   |
| For each Accompanying Family Member   | N/A  | N/A  |

19. **Check only one:**

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

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

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

Signature:  Date: Saturday, June 21, 2025  
 Name: Riley Kilburg Title: Executive Director  
 Organization: Center Forward  
 Address: 1214A Ingleside Avenue, McLean, VA 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](mailto: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  
Sahas 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>

July 25, 2025

Ms. Melody Tan  
Office of the Honorable Jennifer L. McClellan  
1628 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Tan:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Seattle, Washington, scheduled for July 28 to 31, 2025, 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

Mark DeSaulnier  
Ranking Member

MG/MD:rp

**Private Sponsor Travel Certification Form: Supplemental**

| First   | Last     | Title                        | Affiliation                               | Reason  |
|---------|----------|------------------------------|---|---|
| 4.      |          |                              |   |   |
| Mariah  | Baker    | Senior Policy Advisor        | Office of Representative Suzan DelBene    | As a Senior Policy Advisor for a member of the Ways & Means Committee, Ms. Baker can share input on federal tax incentives for research and development.  |
| Paige   | Clarke   | Legislative Director         | Office of Delegate Stacey Plaskett        | As a Legislative Director for a member of the Budget Committee, Ms. Clarke can speak on federal funding for research grant programs.  |
| William | Dwyer    | Senior Legislative Assistant | Office of Representative Robin Kelly      | As a Senior Legislative Assistant for a member of the Energy and Commerce Committee, Mr. Dwyer can offer insight on regulations in the healthcare industry.   |
| Kei     | Fujisawa | Legislative Assistant        | Office of Representative Kim Schrier      | As a Legislative Assistant for a member of the Energy and Commerce Committee, Mr. Fujisawa can speak on federal incentives for renewable energy development and deployment.   |
| Isrrael | Garcia   | Senior Legislative Assistant | Office of Representative Pete Aguilar     | As a Senior Legislative Assistant for a member of the Appropriations Committee, Mr. Garcia can speak on funding for public-private partnerships to support emerging private sector industries.                            |
| Sarah   | Jacobs   | Legislative Director         | Office of Representative Madeleine Dean   | As a Legislative Director for a member of the Appropriations Committee, Ms. Jacobs can share insights on federal funding priorities to support emerging technologies and industries.                                      |
| Niko    | Keddy    | Legislative Assistant        | Office of Representative Andrew Garbarino | As a Legislative Assistant to a Chair of the Climate Solutions Caucus, Mr. Keddy can speak to bipartisan efforts to create sustainable and secure energy solutions.   |
| Ty      | Kennedy  | Legislative Director         | Office of Representative Julie Fedorchak  | As a Legislative Director for a member of the Energy and Commerce Committee, Mr. Kennedy can speak on government efforts to increase energy grid capacity and support the demands of artificial intelligence development. |

|            |            |  |   |  |
|------------|------------|--|---|--|
| Shine      | Lee        | Legislative Director                           | Office of Representative Young Kim          | As a Legislative Director for a member of the Financial Services Committee, Ms. Lee can offer perspectives on federal efforts to encourage dynamic capital markets, support new business formation, and encourage economic growth. |
| Alexandria | Musser     | Deputy Chief of Staff                          | Office of Representative Rob Menendez       | As Deputy Chief of Staff covering policy for a member of the Energy and Commerce Committee, Ms. Musser can speak on regulatory approval processes for biopharmaceutical drugs and medical devices.                                 |
| Cruz       | Perez      | Legislative Director and Senior Counsel        | Office of Representative Nathaniel Moran    | As a Legislative Director for a member of the Ways & Means Committee, Mr. Perez can share insights on federal trade policy and supply chain issues.  |
| Reed       | Powell     | Legislative Director                           | Office of Representative Greg Steube        | As a Legislative Director for a member of the Ways & Means Committee, Mr. Powell can speak on Medicare reimbursement rates and price negotiation authority for pharmaceutical and medical device companies.                        |
| Owen       | Reilly     | Legislative Director and Senior Counsel        | Office of Representative Joe Morelle        | As a Legislative Director for the Ranking Member of the House Administration Committee, Mr. Reilly can offer perspectives on the Committee's plans to integrate innovative technologies and modernize Congress's operations.       |
| Gabrielle  | Sheitelman | Legislative Director                           | Office of Representative Juan Ciscomani     | As a Legislative Director for a member of the Appropriations Committee, Ms. Sheitelman can speak on federal funding for health care research.  |
| Emily      | Silverberg | Legislative Director and Deputy Chief of Staff | Office of Representative Paul Tonko         | As a Legislative Director for a member of the Energy and Commerce Committee, Ms. Silverberg can speak on regulatory frameworks for emerging technologies.  |
| Hannah     | So         | Senior Legislative Assistant                   | Office of Representative Laurel Lee         | As a Senior Legislative Assistant for a member of the Judiciary Committee, Ms. So can share insights on intellectual property rights and protections.  |
| Melody     | Tan        | Senior Policy Advisor                          | Office of Representative Jennifer McClellan | As a Senior Policy Advisor for a member of the Energy and Commerce Committee, Ms. Tan can offer perspectives on federal efforts to ensure artificial intelligence products are safe for consumers.                                 |

|         |            |                       |   |  |
|---------|------------|-----------------------|---|--|
| Tucker  | Williamson | Legislative Assistant | Office of Representative Neal Dunn      | As a Legislative Assistant to a member of the Energy and Commerce Committee, Mr. Williamson can speak to the Committee's work on regulations to ensure an open, competitive marketplace for innovative young healthcare companies. |
| Brayden | Woods      | Legislative Director  | Office of Representative Beth Van Duyne | As a Legislative Director for a member of the Small Business Committee, Mr. Woods can share perspectives on federal efforts to sustain a diverse, healthy ecosystem of new companies and innovative startups.                      |
| Nick    | Wooldridge | Professional Staff    | House Energy and Commerce Committee     | As a Professional Staff Member of the Energy and Commerce Committee, Mr. Wooldridge can share input on the application of artificial intelligence and other emerging technologies in the health care industry.                     |
|         |            |                       |   |  |

12. Sponsor's interest in the subject matter and role in organizing the trip:  
Center Forward's Innovation Conference is being convened to bring together a bipartisan group of senior legislative staffers from the House of Representatives to discuss innovation and development in America's critical industries and how the federal government can foster business growth and further scientific progress. Center Forward's organizational mission is to provide pragmatic policymakers 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, their staffs, 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 biotechnology research and development, medical devices and software applications, artificial intelligence development, augmented reality applications, cloud computing, agriculture and food supply chains, sustainable manufacturing practices, and renewable energy. Conference attendees will be senior legislative staffers from House member offices, and will speak with researchers, engineers, business leaders, and startup founders in the Seattle area.

15.b.2) Provide the reason for selecting the location of the event or trip:  
Seattle, Washington was selected as the location for the location of this conference to give attendees an on-the-ground experience in one of America's largest innovation hub cities. The Greater Seattle area is the birthplace of some of the most innovative, successful, and wide reaching companies in the United States and is a major hub for multiple industries, including technology, health care, manufacturing. The port of Seattle serves as a vital connection for multinational companies and managing import and export supply chains for the West Coast. Coupled with a world-class university and a remarkable highly-skilled talent pool, Seattle remains a powerful center for business growth and cutting-edge research. Throughout the conference, attendees will see the results of investment in these industries and learn about the unique culture that attracts business growth and talent from across the country.



Center Forward Innovation Conference Agenda  
Seattle, Washington – Monday, July 28 - Thursday, July 31, 2025

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Center Forward Contact Information

Eddie Huck | (317) 979-1185 | eddie@center-forward.org  
Ava Bowman Thomas | (770) 827-0242 | ava@center-forward.org  
Bennett Sproat | (630) 309-4830 | bennett@center-forward.org  
Riley Kilburg | (563) 542-6821 | riley@center-forward.org

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**Monday, July 28, 2025**

*Suggested Attire: Business Casual. Please note that we will travel straight to our first site visit after landing in Seattle, and dress accordingly.*

- 5:30 am ET** Staff departs Capitol South Metro Station en route to Dulles International Airport via shuttle (40 min).
- 7:30 am ET** Staff departs Washington Dulles International Airport (IAD) Delta Airlines Flight 1015 | 5h 47m flight time
- 10:17 am PT** Staff arrive at Seattle-Tacoma International Airport (SEA)
- Center Forward staff members will greet you at baggage claim. After everyone has gathered, the shuttle will depart the airport.*
- 11:00 am - 11:25 am** Depart Seattle-Tacoma International Airport for the Seattle Hub of Synthetic Biology via shuttle (25 min). In transit, Eddie Huck and Riley Kilburg will share opening remarks, welcoming guests to the conference and outlining the programming and discussion topics for the day ahead.
- Seattle Hub for Synthetic Biology | 615 Westlake Avenue North,  
Seattle, WA 98109

**11:25 pm - 1:15 pm**

Lunch and Discussion at the Seattle Hub of Synthetic Biology

*The Seattle Hub for Synthetic Biology (SHSB) is a multi-institutional academic consortium led by the University of Washington and the Allen Institute, bringing together researchers across disciplines to engineer biological systems for applications in health, sustainability, and biomanufacturing. SHSB focuses on early-stage applied research that lays the groundwork for future medical treatments and scalable technologies.*

*During the visit, attendees will learn how the Hub's collaborative structure was established and how it connects university researchers, federal funding, and philanthropic support to advance high-risk, high-reward science. The discussion will explore how interdisciplinary research benefits both the university and the broader innovation ecosystem, and how public investment in foundational R&D can accelerate commercialization and patient impact.*

Speakers include:

- Dr. Jay Shendure, Lead Scientific Director, Seattle Hub for Synthetic Biology
- Michael Bushey, Executive Director of Finance, Seattle Hub for Synthetic Biology

**1:15 pm - 1:25 pm**

Depart the Seattle Institute for Synthetic Biology for Indupro via shuttle (10 min)

Indupro | 1930 Boren Ave Suite 200, Seattle, WA 98101

**1:25 pm - 3:15 pm**

Tour and Presentation at InduPro

*InduPro is a young biotechnology company working to develop and commercialize small-molecule protein therapies for rare cancers and autoimmune disorders. In a guided tour of their Seattle headquarters, conference attendees will learn about some of the cutting-edge therapeutics InduPro has under development.*

*Following the tour, representatives from InduPro and the Incubate Coalition will lead a discussion on the research and development process for new drugs, intellectual property protections, and incentives for research investment in the pharmaceutical industry. Key discussion topics will include the Inflation Reduction Act (IRA) and the Ensuring Pathways for Innovative Cures (EPIC) Act, and their impacts on the healthcare industry.*

Speakers include:

- Scott Lesley, President and Chief Science Officer, Indupro

**3:00 pm - 3:10 pm**

Depart Indupro for Lotte Hotel Seattle via shuttle (10 min)

Lotte Hotel Seattle | 809 5th Avenue, Seattle, WA 98104

**3:10 pm - 4:50 pm**

Break

**4:50 pm - 5:00 pm**

Depart the Lotte Hotel Seattle for Wild Ginger Kitchen walking (10 min)

Wild Ginger Kitchen | 1401 3rd Avenue, Seattle, WA 98101

**5:00 pm - 7:00 pm**

Welcome Dinner

*Riley Kilburg will give welcome remarks and walk through the agenda for the following two days. While discussing the themes the agenda will explore in the following two days, the discussion will also touch on the goals of the conference, and the results of prior Center Forward conferences and their lasting impressions. Remarks will also focus on the mission of Center Forward and the importance of bipartisanship and pragmatic governing in the current political climate.*

**7:00 pm - 7:10 pm**

Depart Wild Ginger Kitchen en route to the Lotte Hotel Seattle walking (10 min)

Lotte Hotel Seattle | 809 5th Avenue, Seattle, WA 98104

**Tuesday, July 29, 2024**

**BREAKFAST IN THE CHARLOTTE RESTAURANT**

Breakfast is available in the Charlotte Restaurant lounge starting at 7:00 am

\*located on the 16th floor\*

***\*\*Business Casual attire. Closed-toed shoes and long pants will be required. Please bring a government ID.***

**8:30 am** Attendees meet in the hotel lobby to depart for Baxter Healthcare.

**8:40 am - 9:00 am** Depart the Lotte Hotel Seattle en route to Baxter Healthcare via shuttle (20 min).

Baxter Healthcare | 220 120th Avenue NE, Suite 100, Bellevue, WA 98005

**9:00 am - 10:45 am** Tour and Discussion at Baxter Healthcare

*Baxter Healthcare is a medical device and technology company specializing in infusion-based drugs and devices, surgical systems, frontline care diagnostics, and smart bed technologies. In a guided tour of its Bellevue, WA, facility, attendees will have the opportunity to see research and development labs for wireless cardiovascular disease detection and monitoring solutions.*

*Following the tour, attendees will meet for a discussion of the current trade and tariff actions, as well as legislative and regulatory developments impacting the deployment of artificial intelligence medical technologies. The discussion will focus on activities at the Department of Health and Human Services and the Department of Commerce.*

Speakers include:

- Jesse Morenz, Vice President of Sales and Marketing, Bardy Diagnostics
- Ed Vertatschitsch, General Manager, Baxter Cardiology

**10:45 am - 11:05 am** Depart Baxter Healthcare en route to Meta (20 min)

Meta | 1101 Dexter Avenue N, Seattle, WA 98109

**11:05 am - 12:50 pm** Discussion and Demonstration at Meta

*As technology continues to advance at an unprecedented pace, Meta's AI models are driving innovation forward. Meta is working to push beyond the boundaries of what's possible in the digital realm, but also working tirelessly to bring AI into the physical world through cutting-edge products that enable seamless user interaction. A key focus of the discussion will be on how these emerging technologies can enhance daily life for individuals with disabilities, as well as the opportunities and challenges that come with developing and integrating these devices. The event will conclude with a brief Q&A session, providing attendees with the opportunity to engage with our experts and explore the exciting possibilities of AI-driven innovation.*

Speakers include:

- Michael Kleinman, AI Policy Manager, Meta

**12:50 pm - 1:00 pm** Depart Meta en route to the Spheres Amazon Headquarters via shuttle (10 min)

The Spheres Amazon Headquarters | 2111 7th Ave, Seattle, WA 98121

**1:00 pm - 2:45 pm** Lunch, Tour, and Presentation at the Spheres Headquarters with Amazon Web Services

*Amazon Web Services (AWS) helps startup founders prove that their world-changing ideas are possible, at any stage of growth or level of funding. At the Seattle, Washington headquarters, conference participants will have the chance to meet with the Amazon team and a startup team running on AWS, followed by a tour of the Spheres. Attendees will learn about why millions of customers, including thousands of the fastest-growing startups, use AWS to build fast, keep costs low, and prove what is possible. Key topics of discussion will include federal regulations for artificial intelligence (AI) and policies to support American startups and small business innovation.*

Speakers include:

- Sara Duffer, Vice President for Compliance & Assurance, Amazon
- Jon Kokot, Co-founder and CEO, Civic

- 2:45 pm - 3:00 pm** Depart Amazon Spheres Headquarters for Salesforce via shuttle (15 min).  
Salesforce | 744 N 34th Street, Seattle, WA 98103
- 3:00 pm - 4:45 pm** Discussion and Demonstration - Responsible AI at Salesforce  
*Salesforce, the world's leading CRM company, has been at the forefront of technology for more than 25 years with cloud, mobile, predictive AI, and agentic AI. Staffers attending this session will hear from our VP of Responsible AI & Tech, Rob Katz, who will explain how Salesforce is integrating agentic AI into our platforms. The group will then hear from Leah Koshiyama, who will lead an exercise on how to build a trusted agent.*
- Speakers include:
- Rob Katz, Vice President of Product for Responsible AI, Salesforce
  - Leah Koshiyama, Senior Director of Product for Responsible AI, Salesforce
- 4:45 pm - 5:15 pm** Depart Salesforce for Lotte Hotel Seattle via shuttle (30 min)  
Lotte Hotel Seattle | 809 5th Avenue, Seattle, WA 98104
- 5:15 pm - 6:25 pm** Break
- 6:20 pm - 6:30 pm** Depart Lotte Hotel Seattle en route to Elysian Fields Brewing Company via shuttle (5 min)  
Elysian Fields Brewing Company | 542 1st Avenue S, Seattle, WA 98104
- 6:30 pm - 8:30 pm** Tour and Dinner at Elysian Fields Brewing  
*Representatives from Elysian Brewing will welcome attendees and provide an overview of the company's local economic impact and issues facing the beer industry. Conference attendees will be broken into small groups and tour the brewing facilities at Elysian Taproom to learn about the importance of manufacturing and production, local commerce, entrepreneurship, and small business regulation.*  
*Representatives from Elysian will lead a discussion on innovations in the beer industry to build a more sustainable supply chain to give customers more affordable, high-quality products.*

Speakers include:

- Auggie Katzer, Sales Director, Elysian
- Chris Murakami, Brewmaster, Elysian

**8:30 pm - 8:40 pm**

Depart Elysian Brewing for the Lotte Hotel Seattle via shuttle (10 min).

Lotte Hotel Seattle | 809 5th Avenue, Seattle, WA 98104

**Wednesday, July 30, 2025**

**BREAKFAST IN CHARLOTTE RESTAURANT**

Breakfast is available in the Charlotte Restaurant lounge starting at 7:00 am  
\*located on the 16th floor\*

**\*\*Business casual attire for the day. Government ID required.**

**8:35 am** Attendees meet in the hotel lobby to depart for Ash Grove Cement Company.

**8:45 am - 9:00 am** Depart the Lotte Hotel Seattle en route to Ash Grove Cement Company (15 min). In transit, Andy White from Ash Grove Cement will brief attendees on the processes used to make cement and concrete, their differences, and the industry's wide-reaching impact on the U.S. economy.

Ash Grove Cement Company | 3801 E Marginal Way S, Seattle, WA 98134

**9:00 am - 10:45 am** Tour and Discussion at Ash Grove Cement Company Plant

*Attendees will have the opportunity to visit a working cement plant. A tour of the facility will offer a firsthand look at the intricate process of cement production, from raw materials to final product. In addition to a demonstration of the cement-making process, representatives from Ash Grove will share some of the industry's innovative efforts to reduce carbon emissions and minimize environmental pollution using alternative fuels, new formulations, and new processes that enhance energy efficiency. Key topics of discussion will include environmental regulations, supply chain challenges, the major uses for concrete, and how its price impacts the cost of living and economic growth.*

Speakers include:

- Mike Beagley, Engineering Manager, Ash Grove Cement Company
- Marty Johnson, Environmental Manager, Ash Grove Cement Company
- Andy White, Plant Manager, Ash Grove Cement Company

**10:45 am - 10:50 am** Depart Ash Grove en route to Starbucks Center via shuttle (5 min).

Starbucks Center | 2401 Utah Avenue S, Seattle, WA 98134

**10:50 am - 12:30 pm** Tour and Discussion at Starbucks Center

*Founded in Seattle in 1971, Starbucks has grown from a single storefront into one of the most recognizable brands in the world, with a global network of coffeehouses and supply chains. The company remains headquartered in Seattle, where it continues to innovate across sourcing, sustainability, and customer experience.*

*During the visit, attendees will tour the Starbucks Reserve Roastery and learn about the company's history, growth, and operations. In a conversation with the Starbucks team, attendees will learn how the company is addressing challenges related to global supply chain resilience, agricultural sourcing, labor and workforce development, and discuss the role of corporate responsibility in retail operations.*

Speakers include:

- TBD

**12:30 pm - 12:45 pm** Depart Starbucks Center en route to T-Mobile via shuttle (15 min).

T-Mobile | 3625 132nd Avenue SE, Bellevue, WA 98006

**12:45 pm - 2:15 pm** Tour and Discussion at T-Mobile

*T-Mobile is a leading wireless network operator in the United States. At a visit to the T-Mobile headquarters, participants will learn about the company's ongoing innovation strategy, including T-Priority, an AI-powered initiative designed to automate issue resolution, deliver enhanced network experiences, and priority services to high-value segments. Participants will also learn about T-Satellite, where the company is utilizing satellite connectivity to deliver services to remote areas. Ankur Kapoor, SVP and Chief Network Officer, will lead a discussion in the 5G Hub within the T-Mobile Experience, offering attendees a firsthand look at how T-Mobile is harnessing AI and cutting-edge technologies to revolutionize connectivity and elevate customer engagement.*

Speakers include:

- Ankur Kapoor, Senior Vice President and Chief Network Officer, T-Mobile

- 2:15 pm - 3:00 pm** Depart T-Mobile en route to Helion Energy via shuttle (30 min). In transit, Kyra Jorgensen from Helion Energy will give attendees an overview of fusion technology, recent developments in the industry, and Helion's proprietary fusion technology.
- Helion Energy Headquarters | 1415 75th Street SW, Everett, WA 98203
- 3:00 pm - 4:30 pm** Tour of Helion Energy Headquarters
- Helion Energy is a nuclear fusion company based in Everett, WA. During the visit, attendees will get a first-hand look at Helion Energy's cutting-edge research and development efforts and learn about the current challenges to fusion technology. Participants will tour the Helion headquarters, where the company manufactures its prototype reactors. Helion's leadership will engage in a discussion about the federal policy issues surrounding the industry. Key topics will include funding mechanisms for high-risk, high-reward energy projects and the development of a regulatory pathway for emerging fusion technologies.*
- Speakers include:
- Dr. Michael Hua, Director of Radiation Safety, Helion Energy
  - Kyra Jorgensen, Communications & Outreach Specialist, Helion Energy
  - Dr. David Kritley, Founder and CEO, Helion Energy
- 4:30 pm - 5:30 pm** Depart Helion en route to the Lotte Hotel Seattle via shuttle (1 hr)
- Lotte Hotel Seattle | 809 5th Avenue, Seattle, WA 98104
- 5:30 pm - 6:30 pm** Break
- 6:30 pm - 6:45 pm** Depart the Lotte Hotel Seattle for Elliot's Oyster House walking (15 min)
- Elliot's Oyster House | 1201 Alaskan Way Seattle, WA 98101
- 6:45 pm - 8:30 pm** Closing Dinner
- Riley Kilburg will share reflections on the programming for the week prior and how participants can take what they learned through the conference and the new connections they made into their work back in Congress.*

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

Depart Elliot's Oyster House en route to the Lotte Hotel Seattle walking (15 min)

Lotte Hotel Seattle | 809 5th Avenue, Seattle, WA 98104

**Thursday, July 31, 2025**

- 7:40 am - 8:00 am**      Staff departs Lotte Hotel Seattle en route to Seattle-Tacoma International Airport (SEA) via shuttle (20 min)
- Seattle-Tacoma International Airport (SEA) | 17801 International Boulevard, Seattle, WA 98158
- 9:15 am PT**              Staff depart Seattle-Tacoma International Airport (SEA)  
Alaska Airlines Flight 406 | 4h 58m flight time
- 5:13 pm ET**              Staff arrives at Washington Dulles International Airport (IAD)