

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: Bijan Koohmaraie
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 8/4/25 Return: 8/6/25
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Attended briefings on messaging and the legislative process and participated on a leadership panel about LDs involvement in the legislative process
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: 9/11/25

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: Steve Scalise Date: 9/11/25

Signature of Supervising Member: 

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

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

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

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

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: August 4, 2025 Date of Return: August 6, 2025

4. Name(s) of Traveler(s): See attached list


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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0	\$406	\$257	\$520 - Room Rental
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: August 13, 2025

Name: Dan Meyer Title: Interim President & CEO

Organization: Congressional Institute

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

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Telephone: 703-837-8812 Email: amym@conginst.org

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

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

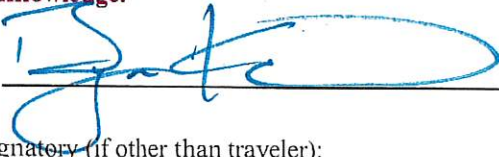
This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

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

Name of Traveler: Bijan Koochmarais

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

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

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Majority Leader STEVE Scalise

Office Address: H-329, U.S. Capitol, Washington, DC 20515

Telephone Number: 202-853-5348

Email Address of Contact Person: bjk@mail.house.gov

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

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

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Bijan Kookmarai
2. Sponsor(s) who will be paying or providing in-kind support for the trip: CONGRESSIONAL INSTITUTE
3. City and State OR Foreign Country of Travel: CAMBRIDGE, MD
4. a. Date of Departure: 8/4/25 Date of Return: 8/6/25
 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:

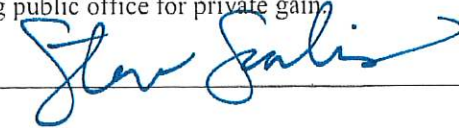
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.
 NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the 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.**
AS policy director for the leader, I work closely with LDR. I will participate in the breakfast sessions of likely spend on a panel about the legislative process. The sessions of interactions with LDR will help inform my work & help provide valuable insight for workers with members on legislation.

9. Yes No **Is the traveler aware of any registered federal lobbyists or foreign agents involved in help provide valuable 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: 7/15/25

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:

Congressional Institute

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

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

a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**

b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**

c. The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

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

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

See addendum & attached invitation list

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

6. Date of Departure: August 4, 2025 Date of Return: August 6, 2025

7. a. City of departure: Washington, DC

b. Destination(s): Cambridge, MD

c. City of return: Washington, DC

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

a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**

b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**

c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

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

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

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

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

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

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

See addendum

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): _____
Day 1- \$77, Day 2 - \$107, Day 3 - \$36

2) Provide the reason for selecting the location of the event or trip: _____
Relative proximity to DC and capacity to handle a large event

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

Hotel Name: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$179 +taxes

Reason(s) for Selecting: proximity to DC, availability, security & facility size

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	\$91.38	\$406.33	\$219.80
For each Accompanying Family Member	\$91.38	n/a	\$219.80


	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	\$483.38	Room Rental
For each Accompanying Family Member	\$483.38	Room Rental

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: 6/20/25
 Name: Kelle Strickland Title: President & CEO
 Organization: Congressional Institute
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314
 Email: amym@conginst.org Telephone: 703-837-8812

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

PRIMARY TRIP SPONSOR FORM ADDENDUM

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

See attached invitation list. This Congressional Institute sponsored conference focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this conference is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communications staff in leadership offices.

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

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) does not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$483.38.



CONGRESSIONALINSTITUTE



2025 Legislative & Communications
Directors Conference

YOU'RE INVITED

Legislate with Purpose | Communicate with Clarity

*2025 Legislative and Communications Directors
Conference*

Monday, August 4 to Wednesday, August 6, 2025
[Hyatt Regency Chesapeake Bay](#)

REGISTER NOW

REGISTER NOW

If you are unable to attend, please use the following link to [decline the invitation](#)

DOWNLOAD ETHICS FORMS

Ethics Forms are due Monday, July 7, 2025

Instructions: Complete the first two pages of the traveler form and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics. You may always withdraw your paperwork.

DOWNLOAD DRAFT AGENDA

Please contact [Katie Hrkman](#) with any questions or call the Congressional Institute at 703-837-8812.

If you no longer want to receive emails from Congressional Institute, please [Opt-Out](#).

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2025 LEGISLATIVE AND COMMUNICATIONS DIRECTORS CONFERENCE

LEGISLATE WITH PURPOSE | COMMUNICATE WITH CLARITY

With goals to **Set your Strategy | Sharpen your Skills | Define your Standard**, Legislative Directors and Communications Directors will return to Capitol Hill with a renewed readiness to Legislate with Purpose and Communicate with Clarity.

DAY 1

Hotel check-in is at 4:00 pm. Attendees may store luggage upon arrival if their guest room is not available.

MONDAY August 4, 2025	10:00 am	BUSES DEPART THE HILL Snacks will be provided.	S. Capitol St.
	12:00 pm	BUSES ARRIVE AT THE HYATT	
	12:00 - 7:00 pm	CONFERENCE REGISTRATION	Hotel Lobby
	1:00 - 2:45 pm	CONGRESS CONNECTED ~ A RESOURCE FAIR Where top tools, smart strategies, and future-ready resources come together with great food and even better connections.	Chesapeake Foyer
	3:00 - 4:00 pm	KICKOFF & WELCOME THE INTERSECTION OF POLICY AND PRESS	Choptank
	4:00 - 5:00 pm	FUELING THE FUTURE: WITH BOLD LEGISLATIVE IDEAS AND CLEAR COMMUNICATIONS Pairing purposeful ideas with clear communications to fuel the future	Choptank
	5:00 - 6:30 pm	BREAK FOR YOUR OFFICIAL RESPONSIBILITIES	Any spot you like!
	6:30 - 8:30 pm	DINNER ON THE CHOPTANK ~ WHERE POLICY & COMMS GET ALONG! 😊	Regatta Pavilion (outside)

DAY 2

TUESDAY
August 5, 2025

7:30 - 8:00 am	START YOUR DAY ON THE RIGHT FOOT!  (optional) Meet up with friends for this optional stroll to enjoy the Choptank River and chat with colleagues...all before breakfast	Hotel Lobby
8:00 - 9:00 am	BREAKFAST	Water's Edge Grill
9:00 - 10:00 am	USING ADAPTIVE LEADERSHIP TO NAVIGATE CONSTANT CHANGE AND COMPLEXITY Seems like it ALL changes every day? Learn to lead through change for clarity, confidence, and purpose	Choptank
10:00 - 11:00 am	INNOVATION & TECH TRENDS IN 2025 Demystifying the tech trends reshaping Congress, your district, and maybe your job	Choptank
11:00 - 11:15 am	BREAK	
11:15 am - 12:15 pm	ETHICS: HOW TO AVOID THE "OOPS" Knowing enough to know when to call for advice	Choptank
12:15 - 1:30 pm	LUNCH & KEYNOTE SPEAKER	Chesapeake
1:30 - 2:00 pm	BREAK FOR YOUR OFFICIAL RESPONSIBILITIES	Any spot you like!
2:00 - 5:00 pm	<u>BREAKOUTS - TOOLS FOR THE CD</u> BOOK IT: HOW TO GET THE BOSS ON TV, RADIO & PODCASTS SOCIAL MEDIA: FROM BILL TO BUZZ COMMUNICATIONS PLANNING: BUILDING AN AUDIENCE AMPLIFIER PRESS PASS: INSIDER TIPS FOR HOUSE MEDIA RELATIONS	
2:00 - 5:00 pm	<u>BREAKOUTS - TOOLS FOR THE LD</u> SHAPING A LEGISLATIVE PLAN: FROM IDEA TO INITIATIVE COALITION CRAFTING: GAINING CO-SPONSORS & ALLIES HOW TO SUCCEED IN COMMITTEE, EVEN WITHOUT THE GAVEL	

THE FINAL STRETCH: THROUGH THE SENATE & TO THE WHITE HOUSE

**5:00 -
6:30 pm**

BREAK FOR YOUR OFFICIAL RESPONSIBILITIES

Any spot you like!

**6:30 -
8:30 pm**

SUNSET DINNER ON THE EASTERN SHORE 

Riverside (outside)

DAY 3

Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to Chesapeake F. Buses will depart from the lower-level entrance near the Choptank Ballroom.

WEDNESDAY
August 6, 2025

**8:00 -
9:00 am**

BREAKFAST

Water's Edge Grill

**9:00 -
10:00 am**

MANAGING THE BULLPEN

How to successfully manage your peers

Choptank

**10:00 -
11:00 am**

THE FLOOR IS YOURS ~ LEADERSHIP TEAMS SHARE AND LISTEN

Ask them anything (anonymously if you like), and share your ideas

Choptank

**11:00 am -
12:00 pm**

USING YOUR "WHY" TO LEAD & SERVE

Return to the Hill, inspired and ready to serve

Choptank

12:00 pm

CONFERENCE CONCLUDES

12:15 pm

BUSES DEPART THE HYATT

Boxed lunches will be available

Conference Center Entrance (Lower Level)

2:15 pm

BUSES ARRIVE AT THE HILL

LEGISLATE WITH PURPOSE | COMMUNICATE WITH CLARITY

Invitation List

First Name	Last Name	Company Name	Title
Jim	Achinger	Office of Rep. Patronis	Legislative Director
Steve	Ackerman	Office of Rep. Fulcher	Legislative Director
Anna	Adamian	Office of Rep. Harris (MD)	Communications Director
Nick	Adams	Office of Rep. Lee (FL)	Legislative Director
Sarah Brooks	Adams	Office of Majority Leader Scalise	Scheduler
Harley	Adsit	Office of Rep. Carter (GA)	Communications Director
Nolan	Ahern	Office of Majority Whip Emmer	Deputy Policy Director
Claire	Alden	Office of Rep. Gooden	Legislative Director
George	Alderman	Office of Rep. Haridopolos	Communications Director
Haris	Alic	Committee on Foreign Affairs	Communications Director
Christianne	Allen	Office of Rep. Fulcher	Communications Director (Interim)
Lucy	Allen	Office of Rep. Aderholt	Press Secretary (DC)
Amelia	Allert	Office of Rep. Hill	Legislative Director
Eleanor	Allison	Office of Rep. Sessions	Communications Director
John	Altendorf	Office of Rep. Einstad	Legislative Director
Paxton	Antonucci	Office of Rep. Van Drew	Director of Communications
Brian	Arata	Office of Rep. Thompson (PA)	Legislative Director
Joseph	Arble	Office of Rep. Meuser	Legislative Director
Amaud	Armstrong	Office of Rep. Mackenzie	Communications Director
Parker	Armstrong	Office of Rep. Houchlin	Communications Director
Hannah	Arvey	Office of Rep. Roy	Legislative Director
Kadin	Asbery	Office of Rep. Bost	Communications Director
Paige	Ash	Office of Rep. Valadao	Communications Director
Grady	Austin	Office of Rep. Moore (NC)	Legislative Director
Chase	Babar	Office of Rep. Buchanan	Legislative Director
Bill	Ball	Office of Speaker Johnson	Senior Policy Advisor
Courtney	Ball	Office of Rep. Harris (NC)	Legislative Director
Nathan	Barker	Office of Rep. Crawford	Legislative Director
Zach	Barnett	House Republican Conference	Communications Director
Cally	Barry	Office of Rep. Norman	Communications Director
Joe	Barry	Republican Policy Cmte	Executive Director
Will	Barry	Office of Rep. Alford	Communications Director
Sheridan	Bass	Office of Majority Whip Emmer	Deputy Press Secretary
Chris	Bayles	Office of Rep. Palmer	Legislative Director
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Arian	Beckwith	Office of Rep. James	Legislative Director
Jim	Boley	Office of Rep. Burlison	Legislative Director
Lyssa	Bell	Republican Study Committee	Executive Director
Alex	Bellizzi	Office of Rep. Barr	Communications Director
Hannah	Benfield	Office of Rep. Shreve	Press Secretary
Ryland	Bennett	House Republican Conference	Deputy Digital Director
Jason	Berardo	Office of Rep. Turner (OH)	Legislative Director
Max	Berry	Office of Rep. McCormick	Legislative Director
Clint	Blaes	Office of Rep. Schmitt	Legislative Director
Kristen	Blakely	Office of Rep. Johnson (SD)	Communications Director
Thomas	Blanford	Office of Rep. Fitzgerald	Legislative Director
Summer	Blevins	Office of Rep. Bilirakis	Deputy Chief of Staff/Press Secretary
Anna Marian	Block	Office of Rep. Yakym	Communications Director
Miles	Bolin	Office of Rep. Westerman	Legislative Director
Delante	Bomar	Office of Rep. Evans (CO)	Deputy Chief of Staff/Communications Director
Aaron	Bonnaure	Office of Rep. Reschenthaler	Chief of Staff
Paige	Boogaard	Office of Rep. LaMalfa	Communications Director/Legislative Assistant
Jackie	Bossman	Office of Rep. Nunn	Legislative Director
Lacey	Bowersox	Office of Rep. Bost	Legislative Director
Nick	Bowser	Office of Rep. Hinson	Legislative Director
Taylor	Bradley	Office of Rep. Mann	Communications Director
Danny	Brescia	Office of Rep. Grothman	Legislative Director
Caroline	Briscoe	Office of Rep. Tiffany	Communications Director
Sean	Brislin	Office of Rep. Mace	Legislative Director
Ryan	Britt	Office of Rep. Spartz	Legislative Director
Annie	Brody	Office of Majority Whip Emmer	Downtown Coalition Director
Ken	Brooke	Office of Rep. Amodei	Legislative Director
Beau	Brooks	Office of Rep. Downing	Communications Director
Garett	Brown	Office of Rep. Zinke	Press Secretary
Arthur	Bryant	Office of Rep. Wagner	Communications Director
Stetson	Bryson	Office of Rep. Jackson (TX)	Legislative Director
Laynee	Buckels	Office of Rep. Weber	Communications Director
Molly	Buening	Office of Rep. Dunn	Legislative Director
Davis	Bunn	Office of Rep. Moore (AL)	Legislative Director
Annie	Butler	Office of Rep. Langworthy	Communications Director

Daniel	Butler	Office of Rep. Kean	Legislative Director
Lesley	Byers	Office of Rep. Crawford	Communications Director
Blayne	Callas	Office of Rep. Downing	Legislative Director
Auriana	Camacho	Office of Rep. Moylan	Communications Director
Samantha	Cantrell	Office of Rep. Kustoff	Communications Director
Daniella	Cassano	Office of Rep. Fitzgerald	Communications Director
Emily	Cassil	Office of Rep. McCaul	Communications Director
John	Castillo	Office of Rep. McGuire	Legislative Director
Jack	Chambers	Office of Rep. Caray	Director of Communications
Kyle	Chance	Office of Rep. Balderson	Communications Director
Connor	Chapinski	Office of Rep. Obenoltz	Communications Director
Kellie	Chong	Office of Rep. Gonzales (TX)	Legislative Director
Kristen	Cianci	Office of Rep. Garbano	Communications Director
Patricia	Clarke	Office of Rep. Gimenez	Legislative Director
Matthew	Clarkin	Office of Rep. Fitzpatrick	Legislative Director (Acting)
Maggie	Clemmons	Office of Rep. Cline	Communications Director
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Brad	Decker	Office of Rep. Green (TN)	Legislative Director
Mike	DeFilippis	Office of Rep. Hurd	Legislative Director
Sofia	DeIro	Office of Rep. Cole	Legislative Director
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Samantha	Denham	Committee on Small Business	Communications Director
Madelyn	Derks	Office of Rep. Alford	Legislative Director
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Mason	Devers	Office of Rep. McClain	Communications Director
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Justin	Döll	Office of Rep. Elschmann	Communications Director
Michael	Donatello	Office of Rep. Stoll	Communications Director
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Meghan	Gallagher	Office of Majority Leader Scalise	Policy Advisor
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Solara	Linehan	Office of Rep. Simpson	Legislative Director
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Zoe	Mitchell	Office of Rep. Hageman	Press Secretary
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Sean	Murphy	Office of Rep. Fischbach	Legislative Director
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Beatrice	Valenti	Office of Rep. Ezell	Legislative Director
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Nate	Zimpher	Office of Rep. Balderson	Legislative Director
Eric	Zulkosky	Office of Majority Leader Scalise	Floor Director



2025 LEGISLATIVE AND COMMUNICATIONS DIRECTORS CONFERENCE

AGENDA

LEGISLATE WITH PURPOSE | COMMUNICATE WITH CLARITY

With goals to **Set your Strategy | Sharpen your Skills | Define your Standard**, Legislative Directors and Communications Directors will return to Capitol Hill with a renewed readiness to Legislate with Purpose and Communicate with Clarity.

DAY 1

Hotel check-in is at 4:30 pm. All attendees' room keys will be available in the Chesapeake Foyer at 4:30 pm. Guests may store luggage in Chesapeake E upon arrival.

MONDAY
August 4, 2025

12:00 - 6:00 pm **CONFERENCE REGISTRATION** Choptank Foyer

1:00 - 2:45 pm **CONGRESS CONNECTED ~ A RESOURCE FAIR** Chesapeake

Where top tools, smart strategies, and future-ready resources come together with GREAT FOOD and even better connections!

- Office of the Speaker
- Office of the Majority Leader
- Office of the Majority Whip
- House Republican Conference
- Education and the Workforce Committee
- Energy and Commerce Committee
- Financial Services Committee
- House Administration Committee
- Ways and Means Committee
- Department of Agriculture Congressional Affairs
- Department of Energy Congressional Affairs
- Department of Transportation Congressional Affairs
- American Enterprise Institute
- American Petroleum Institute
- Americans for Prosperity
- Independent Women's Forum
- Drive Public Affairs, Caleb Smith
- Microsoft
- Google
- YouTube
- Meta

Rumble
Truth Social

**3:00 -
4:30 pm**

KICKOFF & WELCOME

Kelle Strickland, President and CEO, Congressional Institute

THE INTERSECTION OF POLICY AND PRESS

Mike Catanzaro, former Senior Policy Advisor to the Speaker and 2016 Trump Transition, CEO CGCN Group
Antonia Ferrier, former Staff Director Senate Republican Communications, Founder En Avant Strategies

Choptank

4:30 pm

BREAK For Your Official Responsibilities

Any spot you like!

4:30 pm

HOTEL CHECK-IN

Chesapeake Foyer

6:30 pm

**DINNER ON THE CHOPTANK ~
WHERE POLICY & COMMS GET ALONG!** 😊

Regatta Pavilion (outside)

DAY 2

TUESDAY
August 5, 2025

**7:30 -
8:00 am**

START YOUR DAY ON THE RIGHT FOOT! 🦶

Meet up with friends for this optional stroll to enjoy the Choptank River and chat with colleagues... all before breakfast (optional)

Hotel Lobby

**8:00 am -
5:00 pm**

CONGRESSIONAL INSTITUTE HELP DESK

Choptank Foyer

**8:00 -
9:00 am**

BREAKFAST

Water's Edge Grill

**9:00 -
10:00 am**

AI IS EATING THE WORLD: HOW AMERICA SITS @ THE HEAD OF THE TABLE

Discussion on the Administration's AI vision, beating China, and the freedom to innovate and invest to win
Adam Thierer, Senior Fellow Technology & Innovation team, R Street Institute

Choptank

**10:00-
11:30 am**

BRIDGING GENERATIONAL GAPS TO MANAGE LIFE IN THE BULLPEN

Understanding generations as colleagues and as managers
"Gen Xer" David Stillman & "Gen Zer" Jonah Stillman, nationally renowned generational experts, GenGuru

Choptank

11:30 am - 12:30 pm	CONTINUING THE CONVERSATION ~ OVER LUNCH! <i>Get to know similarly situated colleagues from Freshman offices, Chairman offices, the seasoned or newly promoted, fellow small delegations, and others! Seek and share advice with table topics and conversation ~ over lunch.</i>	Chesapeake
12:30 - 1:00 pm	BREAK For Your Official Responsibilities	Any spot you like!
1:00 - 2:00 pm	ETHICS & HOW TO AVOID THE... "OOPS" <i>Knowing where the line is, so you don't cross it - and what to do if you think you did?</i> Elliot Berke , former inside and current outside Counsel to congressional leadership, Partner at Berke Farah LLP Ashley Callen , former General Counsel to the Speaker and Leader, Partner at Jenner & Block Kelle Strickland , former Republican Counsel House Ethics Committee, conversation host	Choptank
2:00 - 3:00 pm	COMMUNICATIONS DIRECTORS PROGRAM <i>Whether you're seasoned or newer in your role, it's your opportunity to ask Top Talent your Comms specific questions!</i> BOOKING & MEDIA OUTREACH: PITCHING THE BOSS ON TV, RADIO & PODCASTS <i>The How, When and Why of pitching your boss' relevancy to local & national media</i> Pat Royal , former RNC Director of Media Affairs, PwR Communications Anna Sugg , former CBS booker, Anchor Producer at The Hill Sunday Lisa Camooso Miller , former Deputy Communications Director to the Speaker, Founder at Friday Reporter Public Affairs, conversation host	Chesapeake E,F,G
3:00 - 4:00 pm	COMMUNICATIONS PLANNING: BUILDING AN AUDIENCE AMPLIFIER <i>Developing a proactive comms plan in a reactive world</i> James Davis , former Communications Director 2012 RNC, President at Touchdown Strategies Antonia Ferrier , former Staff Director Senate Republican Communications, Founder at En Avant Strategies	

4:00 -
5:00 pm

MINIMIZING THE NEGATIVE THROUGH CRISIS COMMS

A How To on crisis comms, with real world tips and how to build your comms kitchen cabinet

Mark Pfeifle, former White House Deputy National Security Advisor for Strategic Communications and Global Outreach, Founder at Off the Record Strategies

2:00 -
3:00 pm

LEGISLATIVE DIRECTORS PROGRAM

Whether you're seasoned or newer in your role, it's your opportunity to ask Top Talent your Leg specific questions!

SHAPING A LEGISLATIVE PLAN: FROM IDEA TO INITIATIVE

Crafting a strategy to best work with Committee or Leadership & tips for what makes a great LD

Ryan Long, former Senior Policy Advisor to the Speaker, Director of Congressional Relations at Paragon Health Institute

Jake Vreeburg, former Policy Director House Republican Conference, Fierce Government Relations

Kelle Strickland, former House Legislative Director, conversation host

3:00 -
4:00 pm

COALITION CRAFTING: BUILDING CO-SPONSORS & ALLIES

How to become more effective through valuable coalitions

Grover Norquist, President, Americans for Tax Reform

Stef Webb, Managing VP of Government Relations, National Association of Manufacturers

Eric Schmitz, Director of Coalitions Speaker Johnson, conversation host

4:00 -
5:00 pm

HOW TO SUCCEED IN COMMITTEE, EVEN WITHOUT THE GAVEL

Finding opportunities even when the boss is off committee or doesn't have the gavel

Monica Popp, former Chief of Staff to the Senate Republican Whip, Partner at Marshall & Popp

Maria Tripplaar, former House Staff Director, Of Counsel at Ballard Spahr

Bill Ball, former House Deputy Staff Director, Senior Policy Advisor Speaker Johnson, conversation host

5:00 pm

BREAK For Your Official Responsibilities

Any spot you like!

6:30 -
8:30 pm

SUNSET DINNER ON THE EASTERN SHORE 

Poolside (outside)

DAY 3

WEDNESDAY
August 6, 2025

Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to Chesapeake E before 9:00 am.

8:00 - 9:00 am	BREAKFAST	Water's Edge Grill
8:00 am - 12:00 pm	CONGRESSIONAL INSTITUTE HELP DESK	Choptank Foyer
9:00 - 10:00 am	WHITE HOUSE OFFICES OF LEGISLATIVE AFFAIRS AND COMMUNICATIONS <i>A discussion and Q&A</i> Jeff Freeland , former House Legislative Director, Deputy Director to the White House Office of Legislative Affairs Charrysa Parent , former House Communications Director, White House Congressional Communications Director Eric Zulkosky , Floor Director, Leader Scalise, conversation host	Choptank
10:00 - 11:00 am	REAGANISM AND TRUMPISM: ENGAGING THE AMERICAN PEOPLE, TO ALIGN PEACE THROUGH STRENGTH <i>An inspiring discussion on the continuity between the Reagan and MAGA Movements of 40 and 45-47.</i> Roger Zakheim , former Deputy Staff Director House Armed Services Committee, Director Ronald Reagan Institute	Choptank
11:00 am - 12:00 pm	THE FLOOR IS YOURS ~ LEADERSHIP TEAMS SHARE AND LISTEN <i>Ask them anything (anonymously if you like), and share your ideas</i> AJ Sugarman , Deputy Policy Director, Speaker Johnson Taylor Haulsee , Deputy Communications Director for Media Relations, Speaker Johnson BJ Koohmaraie , Policy Director, Leader Scalise Lauren Fine , Communications Director, Leader Scalise Annie Brody , Director of Business Coalitions, Whip Emmer Casey Hood , Communications Director, Whip Emmer Erik Kinney , Policy Director, Conference Chair McClain Kelle Strickland , moderator	Choptank
12:00 pm	CONFERENCE CONCLUDES	
12:15 pm	BUSES DEPART THE HYATT Boxed lunches will be available.	Conference Center Entrance (Lower Level)
2:15 pm	BUSES ARRIVE ON CAPITOL HILL	S. Capitol Street

Attendance List

First Name	Last Name	Company Name	Title
Anna	Adamian	Office of Rep. Harris (MD)	Communications Director
George	Alderman	Office of Rep. Haridopolos	Communications Director
Lucy	Allen	Office of Rep. Aderholt (AL-04)	Press Secretary (DC)
Amelia	Allert	Office of Rep. Hill	Legislative Director
Joseph	Arbie	Office of Rep. Meuser	Legislative Director
Parker	Armstrong	Office of Rep. Houchin	Communications Director
Paige	Ash	Office of Rep. Valadao	Communications Director
Bill	Ball	Office of Speaker Johnson	Senior Policy Advisor
Sheridan	Bass	Office of Majority Whip Emmer	Deputy Press Secretary
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Hannah	Benfield	Office of Rep. Shreve	Press Secretary
Ryland	Bennett	House Republican Conference	Deputy Digital Director
Jason	Berardo	Office of Rep. Turner (OH)	Legislative Director
Clint	Blaes	Office of Rep. Schmidt	Legislative Director
Thomas	Blanford	Office of Rep. Fitzgerald	Legislative Director
Summer	Blevins	Office of Rep. Bilirakis	Deputy Chief of Staff/Press Secretary
Jackie	Bossman	Office of Rep. Nunn	Legislative Director
Lacey	Bowersox	Office of Rep. Bost	Legislative Director
Annie	Brody	Office of Majority Whip Emmer	Downtown Coalitions Director
Molly	Buening	Office of Rep. Dunn	Legislative Director
Daniel	Butler	Office of Rep. Kean	Legislative Director
John	Castillo	Office of Rep. McGuire	Legislative Director
Kyle	Chance	Office of Rep. Balderson	Communications Director
Connor	Chapinski	Office of Rep. Obernolte	Communications Director
Carrie	Cole	Office of Rep. Rogers (AL)	Communications Director
Elisabeth	Conklin	Office of Rep. Barrett	Legislative Director
Briana	Connolly	Main Street Caucus	Policy Director
Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Miranda	Dabney	Office of Rep. Hern	Communications Director
Charles	Dahan	Office of Rep. McClain	Legislative Director
Mike	Dankler	Office of Rep. Yakym	Deputy Chief of Staff
Owen	Dankworth	Office of Rep. Ellzey	Legislative Director
Alexandra	Davis	Office of Rep. Pfluger	Legislative Director
Evan	Dean	Office of Rep. Flood	Legislative Director
Mike	DeFilippis	Office of Rep. Hurd	Legislative Director
Sofia	Deiro	Office of Rep. Cole	Legislative Director
Ross	Dietrich	Office of Rep. Mast	Deputy Chief of Staff
Giulia	DiGuglielmo	Office of Rep. Issa	Legislative Director
Michael	Donatello	Office of Rep. Stell	Communications Director
Grace	Dunlap	Office of Rep. Ellzey	General Counsel
Russell	Dye	Committee on Judiciary	Communications Director
Anne	Earthman	Office of Majority Leader Scalise	Press Assistant
Andrew	Eisenberger	Office of Rep. Collins	Legislative Director
Brenna	Elliott	Office of Majority Leader Scalise	Senior Floor Assistant
Travis	Evans	Office of Rep. Hill	Communications Director

Kinsey	Featherston	Office of Rep. Westerman	Communications Director
Lauren	Fine	Office of Majority Leader Scalise	Communications Director
Max	Fitch	Whip's Office	Member Services Coordinator
Remy	Fortin	Office of Rep. Huizenga	Legislative Director
Billy	Fuerst	Office of Rep. Feenstra	Communications Director
Megan	Gallagher	Office of Rep. Knott	Legislative Director
Katherine	Getty	Office of Rep. Wittman	Legislative Director
Josh	Gonzalez	Office of Rep. Messmer	Deputy Communications Director
Emily	Graeter	Office of Rep. Mike Carey	Deputy Chief of Staff/ Legislative Director
Austin	Graham	Office of Rep. Steil	Legislative Director
Josh	Gregory	Office of Rep. Buchanan	Communications Director
Emma	Hall	Office of Rep. Owens	DCOS/Communications Director
Lexi	Hamel	Office of Rep. Simpson	Communications Director
Caroline	Hamilton	Office of Rep. Moore (UT)	Communications Director
Matt	Hanrahan	Office of Rep. Meuser	Communications Director
Taylor	Haulsee	Office of Speaker Johnson	Relations
Emily	Hebein	Office of Rep. Latta	Legislative Director
Holly	Hendrix	Office of Majority Leader Scalise	Legislative Director
Cassie Rae	Higdon	Office of Rep. Biggs (AZ)	Communications Director
Chase	Hite	Office of Rep. Crank	Legislative Director
Bethany	Holden	Office of Rep. Pfluger	Communications Director
Peyton	Holliday	Office of Rep. Guest	Press Secretary
Casey	Hood	Office of Majority Whip Emmer	Communications Director
Sutton	Houser	Office of Rep. Goldman (TX)	Communications Director
Mary	Hrinkevich	Office of Rep. LaLota	Legislative Director
Jackie	Hunley	Office of Rep. McDowell	Legislative Director
Dylan	Jones	House Republican Conference	Communications Advisor
Ed	Kim	Office of Rep. Moolenaar	Legislative Director
Hannah	King	Office of Rep. Onder	Legislative Director
Erik	Kinney	House Republican Conference	Policy Director
Hunter	Kirkland	Office of Rep. Scott (GA)	Communications Director
Kevin	Knoth	Office of Rep. Luttrell	Deputy Chief of Staff for Communications
BJ	Koohmarale	Office of Majority Leader Scalise	Policy Director
William	Krug	Office of Rep. Griffith	Communications Director
Ryan	Lambert	Committee on Small Business	Policy Director
John	Lanning	Office of Speaker Johnson	Member Services Coordinator
James	Laverty	Office of Rep. Hudson	Communications Director
Athina	Lawson	Office of Speaker Johnson	Press Secretary
Jack	Lincoln	Office of Rep. Calvert	Legislative Director
Amelia	Litynski	Office of Majority Whip Emmer	National Security Advisor
Angel	Logan	Office of Majority Leader Scalise	Digital Director
Jackson	Long	Office of Rep. Fry	Legislative Director
Troy	MacMullan	Office of Rep. Hageman (WY-AL)	Legislative Director/Deputy Chief of Staff
Cam	Madsen	Office of Rep. McCaul	Legislative Director
Sydney	Maingot	Office of Rep. Grothman	Communications Director
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator

Matt	Maley	Office of Rep. Dunn	Communications Director
Nicole	Manley	Office of Rep. Gline	Legislative Director
Anna	Mathis	Office of Majority Whip Emmer	Digital Director
Darby	McQueen	Office of Rep. Cloud	Legislative Director
Bryan	McVae	Office of Rep. Foxx	Legislative Director
Megan	Medley	Office of Rep. Aderholt (AL-04)	Senior Advisor
Josh	Millard	Office of Rep. Taylor	Legislative Director
Maddie	Mitchell	Office of Rep. Kiggans	Legislative Director
Lindsey	Mosley	Office of Rep. Franklin	Legislative Director
Jackie	Olvera	Office of Rep. Luttrell	Legislative Director
Whitney	Patin	Office of Majority Whip Emmer	Deputy Communications Director
Riley	Pingree	Office of Rep. Kean	Communications Director
Rick	Podliska	Office of Rep. Webster	Legislative Director
Reed	Powell	Office of Rep. Steube	Legislative Director
Katie	Ramos	Office of Rep. Rutherford	Legislative Director
Matt	Reed	Office of Rep. Newhouse	Communications Director
Wright	Ricketts	Office of Rep. Kustoff	Legislative Director
Benjamin	Rizk	House Republican Conference	Legislative Assistant
Milton	Robinson	Office of Rep. Michael Guest	Legislative Director
Kevin	Rodgers	Office of Rep. Malliotakis	Legislative Director
Alex	Rodriguez	Office of Rep. Guthrie	Communications Director
Rebekah	Rodriguez	Office of Rep. Moore (UT)	Legislative Director
Kerry	Rom	Office of Leader Scalise	Communications Director
Nick	Sabin	Office of Rep. Emmer	Minnesota Press Secretary
William	Salmon	Office of Rep. Messmer	Legislative Director
Robert	Sar	Office of Rep. Bice	Legislative Director
Eric	Schmitz	Office of Speaker Johnson	Director of Coalitions
Bryce	Segat	Office of Rep. Gooden	Communications Director
Mitchell	Shedd	Office of Rep. Schweikert	Communications Director
Gabrielle	Sheltelman	Office of Rep. Giscomani	Legislative Director
Justin	Shockey	Office of Majority Whip Emmer	Floor Assistant
Julie	Singleton	Office of Rep. Mills	Communications Director
Krystina	Skurk	Office of Rep. Kiggans	Communications Director
Quinn	Slaven	Office of Rep. Knott	Communications Director
Chandler	Smith	Office of Rep. Reschenthaler	Legislative Director
Matt	Smith	Office of Rep. Letlow	Communications Director
Sean	Smith	Office of Rep. Salazar	Legislative Director
Trevor	Smith	Office of Rep. Fong	Legislative Director
Liz	Stinebaugh	Office of Rep. Emmer	Legislative Director
Kennedy	Stowater	Office of Rep. Rouzer	Communications Director
Matthew	Stubeck	Office of Rep. Joyce (OH)	Legislative Director
AJ	Sugarman	Office of Speaker Johnson	Deputy Policy Director
Katiana	Taubenberger	Office of Rep. Rutherford	Communications Director
James	Thomas	Office of Rep. Bean	Legislative Director
Rebecca	Thompson	Office of Rep. Taylor	Communications Director
Katherine	Thordahl	Office of Rep. Fry	Communications Director

Travis	Trejo	Office of Rep. Harris (MD)	Legislative Director
Katherine	Vittone	Office of Rep. Lee (FL)	Communications Director
Jesse	von Stein	Office of Rep. Mills (FL-07)	Legislative Director
Megan	Wenrich	Office of Rep. Shreve	Legislative Director
Bubba	White	Office of Rep. Rouzer	Legislative Director
Logan	Williams	Office of Rep. Smith (NE)	Communications Director
Jefferson	Willis	Office of Rep. Hern	Legislative Director
Liz	Willis	Office of Rep. Timmons	Communications Director
Eric	Zulkosky	Office of Majority Leader Scalise	Floor Director

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:

Congressional Institute

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

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

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

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

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

See addendum & attached invitation list

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

6. Date of Departure: August 4, 2025 Date of Return: August 6, 2025

7. a. City of departure: Washington, DC

b. Destination(s): Cambridge, MD

c. City of return: Washington, DC

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

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

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

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

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

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

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box;* **OR**
 - b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

See addendum

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): _____
Day 1 - \$77, Day 2 - \$107, Day 3 - \$36

2) Provide the reason for selecting the location of the event or trip: _____
Relative proximity to DC and capacity to handle a large event

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

Hotel Name: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$____ +taxes

Reason(s) for Selecting: proximity to DC, availability, security & facility size

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	\$91.38	\$406.33	\$219.80
For each Accompanying Family Member	\$91.38	n/a	\$219.80

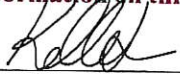
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$483.38	Room Rental
For each Accompanying Family Member	\$483.38	Room Rental

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: 6/20/25
 Name: Kelle Strickland Title: President & CEO
 Organization: Congressional Institute
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314
 Email: amym@conginst.org Telephone: 703-837-8812

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

PRIMARY TRIP SPONSOR FORM ADDENDUM

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

See attached invitation list. This Congressional Institute sponsored conference focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this conference is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communications staff in leadership offices.

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

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) does not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$483.38.



CONGRESSIONALINSTITUTE



2025 Legislative & Communications
Directors Conference

YOU'RE INVITED

Legislate with Purpose | Communicate with Clarity

*2025 Legislative and Communications Directors
Conference*

Monday, August 4 to Wednesday, August 6, 2025
[Hyatt Regency Chesapeake Bay](#)

REGISTER NOW

If you are unable to attend, please use the following link to [decline the invitation](#)

DOWNLOAD ETHICS FORMS

Ethics Forms are due Monday, July 7, 2025

Instructions: Complete the first two pages of the traveler form and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend,
file your travel pre-authorization with Ethics.
You may always withdraw your paperwork.

DOWNLOAD DRAFT AGENDA

*Please contact [Katie Hrkman](#) with any questions or call the
Congressional Institute at 703-837-8812.*

If you no longer want to receive emails from Congressional Institute, please [Opt-Out](#).

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2025 LEGISLATIVE AND COMMUNICATIONS DIRECTORS CONFERENCE

LEGISLATE WITH PURPOSE | COMMUNICATE WITH CLARITY

With goals to **Set your Strategy | Sharpen your Skills | Define your Standard**, Legislative Directors and Communications Directors will return to Capitol Hill with a renewed readiness to Legislate with Purpose and Communicate with Clarity.

DAY 1

Hotel check-in is at 4:00 pm. Attendees may store luggage upon arrival if their guest room is not available.

MONDAY August 4, 2025

10:00 am	BUSES DEPART THE HILL Snacks will be provided.	S. Capitol St.
12:00 pm	BUSES ARRIVE AT THE HYATT	
12:00 - 7:00 pm	CONFERENCE REGISTRATION	Hotel Lobby
1:00 - 2:45 pm	CONGRESS CONNECTED ~ A RESOURCE FAIR Where top tools, smart strategies, and future-ready resources come together with great food and even better connections.	Chesapeake Foyer
3:00 - 4:00 pm	KICKOFF & WELCOME	Choptank
	THE INTERSECTION OF POLICY AND PRESS	
4:00 - 5:00 pm	FUELING THE FUTURE: WITH BOLD LEGISLATIVE IDEAS AND CLEAR COMMUNICATIONS Pairing purposeful ideas with clear communications to fuel the future	Choptank
5:00 - 6:30 pm	BREAK FOR YOUR OFFICIAL RESPONSIBILITIES	Any spot you like!
6:30 - 8:30 pm	DINNER ON THE CHOPTANK ~ WHERE POLICY & COMMS GET ALONG! 😊	Regatta Pavilion (outside)

DAY 2

TUESDAY

August 5, 2025

7:30 -
8:00 am

START YOUR DAY ON THE RIGHT FOOT! 🦶

(optional)
Meet up with friends for this optional stroll to enjoy the Choptank River and chat with colleagues...all before breakfast

Hotel Lobby

8:00 -
9:00 am

BREAKFAST

Water's Edge Grill

9:00 -
10:00 am

USING ADAPTIVE LEADERSHIP TO NAVIGATE CONSTANT CHANGE AND COMPLEXITY

Seems like it ALL changes every day? Learn to lead through change for clarity, confidence, and purpose

Choptank

10:00 -
11:00 am

INNOVATION & TECH TRENDS IN 2025

Demystifying the tech trends reshaping Congress, your district, and maybe your job

Choptank

11:00 -
11:15 am

BREAK

11:15 am -
12:15 pm

ETHICS: HOW TO AVOID THE "OOPS"

Knowing enough to know when to call for advice

Choptank

12:15 -
1:30 pm

LUNCH & KEYNOTE SPEAKER

Chesapeake

1:30 -
2:00 pm

BREAK FOR YOUR OFFICIAL RESPONSIBILITIES

Any spot you like!

2:00 -
5:00 pm

BREAKOUTS - TOOLS FOR THE CD

BOOK IT: HOW TO GET THE BOSS ON TV, RADIO & PODCASTS

SOCIAL MEDIA: FROM BILL TO BUZZ

COMMUNICATIONS PLANNING: BUILDING AN AUDIENCE AMPLIFIER

PRESS PASS: INSIDER TIPS FOR HOUSE MEDIA RELATIONS

2:00 -
5:00 pm

BREAKOUTS - TOOLS FOR THE LD

SHAPING A LEGISLATIVE PLAN: FROM IDEA TO INITIATIVE

COALITION CRAFTING: GAINING CO-SPONSORS & ALLIES

HOW TO SUCCEED IN COMMITTEE, EVEN WITHOUT THE GAVEL

THE FINAL STRETCH: THROUGH THE SENATE & TO THE WHITE HOUSE

5:00 - 6:30 pm	BREAK FOR YOUR OFFICIAL RESPONSIBILITIES	Any spot you like!
6:30 - 8:30 pm	SUNSET DINNER ON THE EASTERN SHORE 	Riverside (outside)

DAY 3

Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to Chesapeake F. Buses will depart from the lower-level entrance near the Choptank Ballroom.

WEDNESDAY
August 6, 2025

8:00 - 9:00 am	BREAKFAST	Water's Edge Grill
9:00 - 10:00 am	MANAGING THE BULLPEN How to successfully manage your peers	Choptank
10:00 - 11:00 am	THE FLOOR IS YOURS ~ LEADERSHIP TEAMS SHARE AND LISTEN Ask them anything (anonymously if you like), and share your ideas	Choptank
11:00 am - 12:00 pm	USING YOUR "WHY" TO LEAD & SERVE Return to the Hill, inspired and ready to serve	Choptank
12:00 pm	CONFERENCE CONCLUDES	
12:15 pm	BUSES DEPART THE HYATT Boxed lunches will be available	Conference Center Entrance (Lower Level)
2:15 pm	BUSES ARRIVE AT THE HILL	

First Name	Last Name	Company Name	Title
Edin	Achinger	Office of Rep. Patton	Legislative Director
Emily	Ackerman	Office of Majority Whip Emmer	Deputy Floor Director
Steve	Ackerman	Office of Rep. Huelsch	Legislative Director
Anna	Adamian	Office of Rep. Harris (MD)	Communications Director
Nick	Adams	Office of Rep. Loe (FL)	Legislative Director
Sarah Brooks	Adams	Office of Majority Leader Scalise	Scheduler
Harvey	Adst	Office of Rep. Carter (GA)	Communications Director
Nolan	Ahem	Office of Majority Whip Emmer	Deputy Policy Director
Claire	Alden	Office of Rep. Gooden	Legislative Director
George	Alderman	Office of Rep. Haddock	Communications Director
John	Allo	Committee on Foreign Affairs	Communications Director
Christianne	Allen	Office of Rep. Fulcher	Communications Director (Interim)
Lucy	Allen	Office of Rep. Adenot	Press Assistant (DC)
Amelia	Allert	Office of Rep. Hill	Legislative Director
Eleanor	Allison	Office of Rep. Sessions	Communications Director
John	Altendorf	Office of Rep. Finstad	Legislative Director
Abigail	Angelos	Office of Rep. Kennedy (UT)	Communications Director
Paxton	Antenucci	Office of Rep. Van Drew	Director of Communications
Brian	Arata	Office of Rep. Thompson (PA)	Legislative Director
Joseph	Arble	Office of Rep. Meuser	Legislative Director
Arnold	Armstrong	Office of Rep. Mackenzie	Communications Director
Parker	Armstrong	Office of Rep. Houchin	Communications Director
Hannah	Arvey	Office of Rep. Roy	Legislative Director
Kadin	Ashby	Office of Rep. Bost	Communications Director
Paige	Ash	Office of Rep. Valadao	Communications Director
Grady	Austin	Office of Rep. Moore (NC)	Legislative Director
Chase	Babitt	Office of Rep. Buchanan	Legislative Director
Bill	Bell	Office of Speaker Johnson	Senior Policy Advisor
Courtney	Bell	Office of Rep. Hims (NC)	Legislative Director
Noah	Barger	Office of Rep. Bost	Deputy Chief of Staff
Nathan	Barker	Office of Rep. Crawford	Legislative Director
Zach	Barnett	House Republican Conference	Communications Director
Gail	Barny	Office of Rep. Luttrell	Communications Director
Joe	Barry	Republican Policy Cmte	Executive Director
William	Barry	Office of Rep. Alford	Communications Director
Sheridan	Bass	Office of Majority Whip Emmer	Deputy Press Secretary
Chris	Bayles	Office of Rep. Palmer	Legislative Director
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Brian	Beckwith	Office of Rep. James	Legislative Director
Jim	Beley	Office of Rep. Burlison	Legislative Director
Lysa	Bel	Republican Study Committee	Executive Director
Hannah	Benfield	Office of Rep. Shreve	Press Secretary
Ryland	Bennett	House Republican Conference	Deputy Digital Director
Jason	Berardo	Office of Rep. Turner (OH)	Legislative Director
Max	Berry	Office of Rep. McCormick	Legislative Director
Clint	Blaes	Office of Rep. Schmidt	Legislative Director
Thomas	Blanford	Office of Rep. Fitzgerald	Legislative Director
Summer	Blevins	Office of Rep. Billakis	Deputy Chief of Staff/Press Secretary
Miles	Bolin	Office of Rep. Westerman	Legislative Director
Delanie	Bomar	Office of Rep. Evans (CO)	Deputy Chief of Staff/Communications Director
Aaron	Bonnaure	Office of Rep. Reschenthaler	Chief of Staff
Paige	Boogaard	Office of Rep. LaMalfa	Communications Director/Legislative Assistant
Jackie	Bossman	Office of Rep. Nunn	Legislative Director
Nick	Bowser	Office of Rep. Hinson	Legislative Director
Daniel	Braun	Office of Rep. Grothman	Legislative Director
Caroline	Briscoe	Office of Rep. Tiffany	Communications Director
Sean	Brish	Office of Rep. Mace	Legislative Director
Ryan	Britt	Office of Rep. Spartz	Legislative Director
Ken	Brooke	Office of Rep. Amodei	Legislative Director
Beau	Brooks	Office of Rep. Downing	Communications Director
Arthur	Bryan	Office of Rep. Wagner	Communications Director
Stetson	Bryson	Office of Rep. Jackson (TX)	Legislative Director
Layne	Buckels	Office of Rep. Weber	Communications Director
Dominick	Bushler	Office of Rep. Luna	Communications Director
Molly	Buening	Office of Rep. Burn	Legislative Director
Annie	Butler	Office of Rep. Langworthy	Communications Director
Dan	Butler	Office of Rep. Kean	Legislative Director
Lesley	Byers	Office of Rep. Crawford	Communications Director

Playne	Callas	Office of Rep. Downing	Legislative Director
Aurlann	Camacho	Office of Rep. Moylan	Communications Director
Samantha	Cantrill	Office of Rep. Kustoff	Communications Director
Daniella	Caasano	Office of Rep. Fitzgerald	Communications Director
Emily	Casal	Office of Rep. McCaull	Communications Director
John	Castillo	Office of Rep. McGuire	Legislative Director
Jack	Chambers	Office of Rep. Carey	Director of Communications
Kyle	Chance	Office of Rep. Balderson	Communications Director
Connor	Chapinski	Office of Rep. Oremette	Communications Director
Kelle	Chong	Office of Rep. Gonzalez (TX)	Legislative Director
Kristen	Cland	Office of Rep. Garbarino	Communications Director
Patricia	Clarke	Office of Rep. Gimenez	Legislative Director
Matthew	Clarkin	Office of Rep. Fitzpatrick	Legislative Director (Acting)
Maggie	Clemmons	Office of Rep. Cline	Communications Director
Brandon	Cokerham	Office of Rep. Loudermilk	Communications Director
Sarah	Coffman	Office of Rep. Comer	Legislative Director
Carlo	Cole	Office of Rep. Rogers (AL)	Communications Director
Jessica	Collins	Committee on Oversight and Government	Communications Director
Nick	Collins	Office of Rep. Miller (GA)	Legislative Director
Jack	Colonnaeta	Office of Rep. Lucas	Communications Director
Isabeth	Corklin	Office of Rep. Barrett	Legislative Director
Briana	Connolly	Main Street Caucus	Policy Director
Kate	Constantini	Office of Rep. West	Communications Director
Alex	Crane	Office of Rep. Murphy	Communications Director
Katie	Crane	Office of Rep. Williams (TX)	Legislative Director
Brian	Cross	Office of Speaker Johnson	Deputy Director of Member Services
Jennifer	Crossy	Office of Rep. McClintock	Communications Director
Ryan	Culross	Office of Rep. Rulli	Legislative Director
James	Cummins	Office of Majority Leader Scalise	Counsel
Miranda	Dabney	Office of Rep. Hem	Communications Director
Charles	Dahan	Office of Rep. McClain	Legislative Director
McKenzie	Dallas	Office of Rep. Scott (GA)	Legislative Director
Nike	Dargler	Office of Rep. Yakym	Deputy Chief of Staff
Owen	Dankworth	Office of Rep. Ellzey	Legislative Director
Juliana	Darhass	Office of Rep. Smucker	Legislative Director
Alexandra	Davis	Office of Rep. Pfluger	Legislative Director
Erica	Davis	Office of Rep. Moore (NC)	Deputy Chief of Staff/Communications Director
Hope	Dawson	Office of Rep. Palmer	Communications Director
Connie	Day	Office of Speaker Johnson	Director of Media Affairs
Jordan	Daye	Office of Speaker Johnson	Cloakroom Floor Director
Dom	deBernardo	Office of Rep. Gioia	Legislative Director
Evan	Dean	Office of Rep. Flood	Legislative Director
Brad	Decker	Office of Rep. Green (IN)	Legislative Director
Michael	DeFilippis	Office of Rep. Hurd	Legislative Director
Sofia	Deira	Office of Rep. Cole	Legislative Director
Samantha	Denham	Committee on Small Business	Communications Director
Maddilyn	Darks	Office of Rep. Alford	Legislative Director
Darren	Dershem	Office of Rep. Brecheen	Communications Director
Mason	Devers	Office of Rep. McClain	Communications Director
Ross	Dietrich	Office of Rep. Mast	Legislative Director
Giulia	DiGiugliano	Office of Rep. Issa	Legislative Director
Jared	Dilley	Office of Rep. Jordan	Legislative Director
Evan	Dixon	Committee on Budget	Communications Director
Justin	Doll	Office of Rep. Fleischmann	Communications Director
Manuel	Donatello	Office of Rep. Slier	Communications Director
Emily	Dowdell	Office of Rep. Carter (TX)	Communications Director
Matt	Duglin	Office of Rep. Bacon	Legislative Director
Russell	Dye	Committee on Judiciary	Communications Director
Nick	Eyers	Office of Rep. Greene	Communications Director
Regan	E Dolaney	Republican Governance Group (RG2)	Member Services Director
Katie	Earle	Committee on Armed Services	Policy Director
Anne	Earthman	Office of Majority Leader Scalise	Press Assistant
Andrew	Eisenberger	Office of Rep. Collins	Legislative Director
Lalla	Elagany	Office of Rep. Hurd	Communications Director
Esteban	Elzonde	Office of Rep. Haggeman	Communications Director
Brenna	Elliot	Office of Majority Leader Scalise	Senior Floor Assistant
Alex	Enlow	Office of Rep. Scott (GA)	Communications Director
Alyssa	Erdel	House Republican Conference	Member Services Director
Cameron	Erickson	Office of Rep. Hamada	Legislative Director

Alle	Esau	Office of Rep. Stauber	Legislative Director
Katie	Evarett	Office of Rep. Babin	Communications Director
Tyler	Fagan	Office of Rep. Johnson (LA)	Legislative Director
Anthony	Fakhoury	Office of Rep. Mills/Meeks	Communications Director
Susan	Falconer	Office of Rep. Hamberger	Legislative Director
Kinsey	Featherston	Office of Rep. Westerman	Communications Director
Sarah	Ferrell	Office of Rep. Mann	Legislative Director
Christian	Figueredo	Office of Rep. Benz	Legislative Director
Lauren	Fine	Office of Majority Leader Scalise	Communications Director
Daniel	First	Office of Rep. Donajko	Communications Director
Matt	Fisher	Office of Rep. Steube	Communications Director
Max	Hirsch	Office of Majority Whip Pinner	Member Services Coordinator
Remy	Fortin	Office of Rep. Huizenga	Legislative Director
Cameron	Foster	Office of Rep. Ham	Chief of Staff
Anthony	Foti	Office of Rep. Gosar	Communications Director
Mike	Francis	Committee on Budget	Policy Director
J.P.	Freire	Committee on Ways & Means	Communications Director
Macayla	Fuchs	Office of Rep. Gosar	Legislative Director
Billy	Fuerst	Office of Rep. Faensla	Communications Director
Laura	Hullerton	Committee on Foreign Affairs	Deputy Staff Director
Taylor	Gage	Office of Rep. Flood	Communications Director
Jason	Gagnon	Office of Rep. Calvert	Senior Advisor/Communications Director
Megan	Gallagher	Office of Rep. Knott	Legislative Director
Meghan	Gallagher	Office of Majority Leader Scalise	Policy Advisor
Charles	Gann	Office of Rep. Fine	Legislative Director
Kevin	Gannon	Office of Rep. Garbarino	Legislative Director
Jack	Ganter	Office of Rep. Carter (GA)	Legislative Director
Sam	Garrison	Office of Rep. Carter (TX)	Legislative Director
Katherine	Getty	Office of Rep. Wittman	Legislative Director
Hogan	Gidley	Office of Speaker Johnson	Senior Communications Advisor
Scott	Gillilan	Office of Rep. Elzey	Communications Director
Ben	Gidley	Committee on Agriculture	Communications Director
David	Goldfarb	Office of Rep. Stall	Deputy Chief of Staff
Josh	Gonzalez	Office of Rep. Messmer	Press Secretary
Steve	Gonzalez	Committee on Veterans Affairs	Deputy Staff Director
Arnani	Grada	Office of Rep. Roy	Communications Director
Emily	Gracter	Office of Rep. Carey	Legislative Director/Deputy Chief of Staff
Austin	Graham	Office of Rep. Stahl	Legislative Director
Lauren	Graham	Office of Rep. Brecheen	Legislative Director
Nicolas	Gray	Office of Rep. Miller (WV)	Communications Director
Josh	Gregory	Office of Rep. Buchanan	Communications Director
Megan	Gruithman	Office of Rep. Bair	Legislative Director/Senior Financial Services Policy Respon
Alyssa	Gulick	Office of Rep. Gonzalez (TX)	Communications Director
Ella	Gunn	Office of Rep. Goldman (TX)	Legislative Director
Austin	Hacker	Office of Rep. Comer	Communications Director
Charley	Haines	Office of Rep. Van Orden	Communications Director
Emma	Hall	Office of Rep. Owens	DCOS/Communications Director
Lexi	Hamel	Office of Rep. Simpson	Communications Director
Caroline	Hamilton	Office of Rep. Moore (UT)	Communications Director
Joel	Hannaha	Office of Rep. Badewagen	Director of Communications
Matt	Hanrahan	Office of Rep. Mouser	Communications Director
Justin	Hardcode	Committee on Transportation and Infra	Communications Director
Jonathan	Harder	Office of Rep. Graves (MO)	Legislative Director
Jack	Hargan	Office of Rep. Strong	Legislative Director
Kellie	Hartl	Office of Rep. Valadao	Legislative Director
Taylor	Haulsee	Office of Speaker Johnson	Deputy Communications Director for Media Relations
Nick	Hawatmeh	House Republican Conference	Chief of Staff
Emily	Hebbin	Office of Rep. Latta	Legislative Director
Brett	Hedges	Office of Rep. Amington	Communications Director
Holly	Hendrix	Office of Rep. Scalise	Legislative Director
Emily	Henn	Office of Rep. Miller (WV)	Legislative Director
Bryson	Hennott	Office of Majority Leader Scalise	Floor Assistant
Patrick	Hester	Office of Rep. Stefanik	Chief of Staff
Castle Rae	Higdon	Office of Rep. Biggs (AZ)	Deputy Communications Director
Jake	Hilkin	Office of Majority Leader Scalise	Member Services Director
Chase	Hille	Office of Rep. Crank	Legislative Director
Andrea	Hitt	Office of Rep. Bald	Communications Director
Christian	Hoehner	Committee on Oversight and Governmen	Policy Director
James	Hogge	Office of Rep. Bergman	Communications Director

Reihany	Holden	Office of Rep. Pfluger	Communications Director
Anna	Holland	Committee on Homeland Security	Communications Director
Payton	Holiday	Office of Rep. Quast	Press Secretary
Kelsey	Holt	Office of Rep. Thompson (PA)	Communications Director
Jan	Horning	Office of Rep. Bresnahan	Legislative Director
Rebekah	Hoshiko	Committee on Natural Resources	Communications Director
Agg	Houpt	Office of Rep. Walberg	Legislative Director
Andrew	House	Committee on Intelligence	Policy and Budget Director
Surton	Houser	Office of Rep. Goldman (TX)	Communications Director
Quentin	Hout	Office of Majority Leader Scalise	Policy Advisor
Mary	Hrinkavich	Office of Rep. Falouta	Legislative Director
Madeline	Huffman	Office of Rep. Clyde	Communications Director
Jackie	Hunley	Office of Rep. McQuinn	Legislative Director
Jacob	Hunter	Office of Rep. Moolenaar	Communications Director
Pat	Hupman	House Republican Conference	General Counsel
Claire	Hurley	Office of Rep. Ezell	Communications Director
Wendell	Husebo	Office of Rep. Stipanik	Communications Director
Jaime	Ioannidis	Office of Rep. Harts (NC)	Communications Director
Alex	Ives	Office of Rep. Foxx	Communications Director
Marjorie	Jackson	Office of Rep. Gill	Communications Director
Danny	Jalva	Office of Rep. Salazar	Communications Director
Danielle	Jensen	Office of Rep. Bacon	Communications Director
Amy	Jones	Committee on Education & the Workforce	Director of Education and Human Services Policy
Dylan	Jones	House Republican Conference	Communications Advisor
Elizabeth-Burke	Jones	Office of Rep. McGinnis	Communications Director
Molly	Joseph	Office of Rep. Wagner	Legislative Director
W	Judson	Office of Rep. Moran	Communications Director
Ashley	Juhn	Office of Rep. Laita	Communications Director
Andreas	Kardonski	Office of Rep. Ciccomanni	Communications Director
John	Kennedy	Office of Rep. Massie	Communications Director
Ry	Kennedy	Office of Rep. Eadschak	Legislative Director
Corbin	Keown	Office of Rep. Collins	Communications Director
Joel	Keralls	Office of Rep. Smith (NE)	Legislative Director
Ed	Kim	Office of Rep. Moolenaar	Legislative Director
Maria	Kim	Office of Rep. Edwards	Communications Director
Hannah	King	Office of Rep. Onder	Legislative Director
Benk	Kinney	House Republican Conference	Policy Director
Kyle	Kizzler	Office of Rep. Houchth	Chief of Staff
Matthew	Knoodler	Office of Rep. Kelly (PA)	Press Secretary
BJ	Koohmarate	Office of Majority Leader Scalise	Policy Director
Ron	Kowach	Office of Rep. Stutzman	Communications Director
Lexi	Kranich	Office of Rep. Hartigan	Communications Director
Jason	Kraitor	Office of Rep. Rose	Legislative Director
Jonathan	Kuppeman	Office of Rep. Arrington	Legislative Director/Health Policy Advisor
Kristen	Kuntz	Office of Rep. Johnson (SD)	Communications Director
Carle	Kwaronick	Office of Rep. Amodel	Communications Director
Ryan	Lambert	Committee on Small Business	Policy Director
Rolly	Lamp	Office of Rep. Simpson	Legislative Director
John	Lanning	Office of Speaker Johnson	Member Services Coordinator
Christina	Lassiter	Office of Rep. Cammack	Legislative Director
Olivia	Late	Office of Rep. Hinson	Communications Director
James	Lavery	Office of Rep. Hudson	Communications Director
Ashia	Lawson	Office of Speaker Johnson	Press Secretary
James	Leavitt	Office of Rep. Maloy	Legislative Director
Shige	Lee	Office of Rep. Kim	Legislative Director
Hannah	Levins	Office of Majority Whip Emmer	Digital Director
Jack	Leison	Office of Rep. Calven	Legislative Director
Lindsey	Linhares	Office of Rep. Letlow	Legislative Director
Amelia	Lynski	Office of Majority Whip Emmer	National Security Advisor
Elizabeth	Lloyd	Office of Rep. Johnson (SD)	Legislative Director
Angel	Legan	Office of Majority Leader Scalise	Digital Director
Kyle	Lombardi	Office of Rep. LaMalfa	Legislative Director
Jackson	Long	Office of Rep. Ray	Legislative Director
Hunter	Lovell	Office of Rep. Turner (OH)	Communications Director
Maria	Lucas	Office of Rep. Burlison	Communications Director
Jenny	Luepke	Office of Rep. Finstad	Communications Director
Roberto	Lugones	Office of Rep. Gimenez	Communications Director/Foreign Policy Advisor
Linoshka	Luna	House Republican Conference	Press Secretary
Samuel	Luna	Office of Rep. Luna	Legislative Director

Chris	MacArthur	Office of Rep. Newhouse	Legislative Director
Marshal	MacBred	Office of Rep. Moore (AL)	Legislative Director
Troy	MacMullan	Office of Rep. Hageman	Legislative Director
Gannon	Madsen	Office of Rep. McGavil	Legislative Director
Mike	Malala	Office of Rep. Ogles	Legislative Director
Sydney	Malingot	Office of Rep. Grobman	Communications Director
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
Matt	Maley	Office of Rep. Dunn	Communications Director
Nicole	Manley	Office of Rep. Cline	Legislative Director
Chris	Marklund	Committee on Natural Resources	Deputy Staff Director
Benjamin	Marlin	Office of Rep. Moore (AL)	Director of Communications
Molly	Marlin	Office of Rep. Guthrie	Legislative Director
Mackenzie	Martinez	Office of Rep. Higgins	Press Secretary
Mark	Matava	Office of Rep. Nunn	Communications Director
Emily	Matthews	Office of Rep. Nehls	Communications Director
Josh	Maxwell	Committee on Agriculture	Policy Director
Matt	McCall	Office of Rep. Crane	Communications Director
Kathleen	McCarthy	Committee on Veterans Affairs	Communications Director
John	McDonough	Office of Rep. Smith (NJ)	Legislative Director
Meg	McGaughy	Office of Majority Leader Scalise	General Counsel
Audra	McGeorge	Committee on Education & the Workforce	Communications Director
James	McNamee	Office of Rep. Lawler	Legislative Director
Darby	McQueen-Deve	Office of Rep. Cloud	Legislative Director
Bryan	McVay	Office of Rep. Cox	Legislative Director
Tim	Medeiros	Office of Rep. Feenstra	Legislative Director
Megan	Medley	Office of Rep. Adenot	Legislative Director
Kiran	Menon	Office of Rep. Jack	Deputy Chief of Staff
Gabriel	Merkel	Problem Solvers Caucus	Executive Director
Darcy	Merlino	Office of Rep. Norman	Legislative Director
Jan	Merritt	Office of Rep. Fleischmann	Legislative Director
Connor	Meyers	Office of Rep. Kennedy (UT)	Deputy Chief of Staff
Davis	Michols	Office of Rep. Guthrie	Legislative Director
Carson	Middleton	Committee on Rules	Policy Director
Josh	Millam	Office of Rep. Javelin	Legislative Director
Heather	Millett	Office of Rep. Edwards	Legislative Director
Martina	Mills	Office of Majority Leader Scalise	Press Secretary
Ty	Mills	Office of Speaker Johnson	Clockroom Floor Assistant
Maddie	Mitchell	Office of Rep. Kiggans	Legislative Director
Thomas	Mitchell	Office of Rep. Onder	Communications Director
Kelsey	Mix-Emmer	Office of Rep. Stauber	Communications Director
Ben	Monticello	Office of Rep. LaHood	Legislative Director
Griffin	Moore	Office of Rep. Miller (CA)	Communications Director
Andrea	Morales	Office of Rep. Diaz-Balart	Press Secretary
Jeff	Morehouse	Office of Rep. Hudson	Leadership Chief of Staff
Chas	Monleon	Select Committee on China	Policy Director
Lindsey	Mosley	Office of Rep. Franklin	Legislative Director
Devon	Murphy	Office of Rep. Owens	Legislative Director
Sean	Murphy	Office of Rep. Eschbach	Legislative Director
Brigid	Nealson	Office of Rep. De La Cruz	Communications Director
Gabby	Nelson-Hood	Office of Majority Whip Emmer	Communications Director
Brooke	Nethercott	Committee on Financial Services	Communications Director
Bryan	Nichols	Office of Rep. Graves (MO)	Communications Director
Carlton	Norwood	Office of Rep. Allen	Deputy Press Secretary
Mary	O'Hara	Office of Rep. LaBete	Communications Director
Tate	O'Connor	Office of Rep. Smith (MO)	Communications Director
Tim	O'Neill	Office of Rep. McClintock	Legislative Director
Jackie	Olvera	Office of Rep. Luttrell	Legislative Director
Hannah	Osantowski	Office of Rep. James	Communications Director
Ashleigh	Padgett	Office of Rep. Loudermillk	Legislative Director
Adam	Pakledinaz	Office of Rep. Webster	Communications Director
Patrick	Paolini	Office of Rep. Obenoltte	Legislative Director
Susan	Parker	Office of Rep. Kelly (MS)	Communications Director
Brian	Patrick	Office of Rep. Huizenga	Communications Director
Chester	Pelzang	Office of Rep. Miller (IL)	Legislative Director
Stephanie	Pendarvis	Office of Rep. Wilson (SC)	Legislative Director
Michael	Poppel	Office of Rep. Ruhl	Communications Director
Cruz	Peraz	Office of Rep. Moran	Legislative Director
Alyssa	Petruz	Select Committee on China	Communications Director
Hilary	Pinegar	Office of Rep. Smith (MO)	Legislative Director

McLean	Piner	Office of Rep. Murphy	Legislative Director
Riley	Pingree	Office of Rep. Kean	Communications Director
Bella	Pinnock	Office of Rep. Maloy	Communications Director
Rick	Podliska	Office of Rep. Webster	Legislative Director
Maanan	Rope	Office of Rep. Brosnahan	Communications Director
Olivia	Porcuro	Office of Rep. Cole	Communications Director
Reed	Rowell	Office of Rep. Stauber	Legislative Director
Hunter	Presli	Committee on Transportation and Infrast	Policy Director
Silverjoy	Prodi	Office of Rep. Begich	Communications Director
John	Quinn	Office of Rep. Schwelkert	Legislative Director
Anthony	Ralsley	Office of Rep. Malotakis	Communications Director
Katie	Ramos	Office of Rep. Rutherford	Senior Legislative Director
Ryan Edward	Rasins	Office of Rep. Moore (WA)	Legislative Director
Trevor	Ray	Office of Rep. Van Drew	Legislative Director
Eric	Reath	Office of Rep. Smucker	Press Secretary
Semaj	Redd	Office of Rep. Kelly (MS)	Legislative Director
Matthew	Reed	Office of Rep. Newdow	Communications Director
Truman	Reed	Office of Rep. De la Cruz	Legislative Director
Sarah	Reese	Committee on Science, Space and Tech	Communications Director
Christian	Rehder	Office of Rep. Davidson	Communications Director
Jim	Reitz	House Freedom Caucus	Executive Director
Glisselle	Reynolds	Office of Rep. Diaz-Balart	Legislative Director
Bro	Ribeaux	Office of Rep. Lawler	Communications Director/Senior Advisor
Reilly	Richardson	Office of Rep. Schmidt	Communications Director
Wright	Rickatts	Office of Rep. Kuster	Legislative Director
Chris	Ringer	Office of Rep. Biggs (SC)	Legislative Director
Quinn	Ritchie	Office of Rep. Kelly (PA)	Legislative Director
Ben	Rizk	House Republican Conference	Legislative Assistant
Kate	Roberts	Office of Rep. Eads	Senior Advisor for Communications
Mike	Robertson	Office of Rep. Davidson	Legislative Director
Whitney	Robertson	Office of Majority Whip Emmer	Deputy Communications Director
Milton	Robinson	Office of Rep. Guest	Legislative Director
Kevin	Rodriguez	Office of Rep. Malotakis	Legislative Director
Alex	Rodriguez	Office of Rep. Guthrie	Communications Director
Rebekah	Rodriguez	Office of Rep. Moore (Or)	Legislative Director
Roman	Rodriguez	Office of Rep. Estes	Communications Director
Jason	Rogers	Office of Majority Whip Emmer	General Counsel
Kerry	Rom	Office of Speaker Johnson	Deputy Communications Director for Message and Strategy
Abby	Ronson	Office of Rep. Jack	Press Secretary
Tabitha	Rosenthal	Office of Rep. Boebert	Legislative Director
Nicholas	Runkel	Office of Rep. Womack	Legislative Director
Charles	Russell	Office of Rep. McDowell	Communications Director
Hannah	Russell	Office of Rep. Hoopes	Legislative Director
Jacqui	Russell	Office of Speaker Johnson	National Security Advisor
Asheer	Rybczyk	Office of Rep. Scalise	Press Secretary
Nick	Sabin	Office of Rep. Emmer	Minnesota Press Secretary
Colin	Sabine	Office of Rep. Hangan	Legislative Director
Will	Salmon	Office of Rep. Messmer	Legislative Director
Robert	Sar	Office of Rep. Blao	Legislative Director
Tyler	Sawyer	Office of Rep. Sessions	Legislative Director
Isabela	Schandler	Office of Rep. Baumgartner	Press Secretary
Patrick	Schilling	Office of Rep. Perry	Legislative Director
Eric	Schmitz	Office of Speaker Johnson	Director of Coalitions
JR	Schroeder	Office of Rep. Timmons	Legislative Director
Michael	Schroeder	Office of Rep. Moylan	Legislative Director
Bryce	Segat	Office of Rep. Gooden	Communications Director
Emma	Settle	Office of Rep. Ogles	Communications Director
Gabrielle	Shelton	Office of Rep. Ciscomani	Legislative Director
Pam	Shepherd	Office of Rep. Allen	Legislative Director
Justin	Shokey	Office of Majority Whip Emmer	Floor Assistant
Zov	Siegfeld	Office of Rep. Tenney	Legislative Director
Alexia	Sikora	House Committee on Appropriations	Communications Director
Julie	Singleton	Office of Rep. Mills	Communications Director
Krystina	Skurk	Office of Rep. Green (TN)	Communications Director
Quinn	Slaven	Office of Rep. Knott	Communications Director
Chandler	Smith	Office of Rep. Rosenthaler	Legislative Director
Christopher	Smith	Office of Rep. Mackenzie	Legislative Director/General Counsel
Matt	Smith	Office of Rep. Lellow	Communications Director
Sean	Smith	Office of Rep. Salazar	Legislative Director

Trevor	Smith	Office of Rep. Fong	Legislative Director
William	Smith	Office of Rep. Langworthy	Legislative Director
Walter	Smolostk	Office of Rep. Moore (WV)	Communications Director
Daniallo	Smoot	Office of Rep. Rogers (KY)	Communications Director
Joseph	Snider	Office of Rep. Wilson (SC)	Communications Director
Sam	Sonogye	Office of Rep. Hirschberger	Communications Director
Eve	Sparks	Office of Rep. Crank	Communications Director
Arthur	Speckall	Office of Rep. Weber	Legislative Director
Gabriel	Spencer	Office of Rep. Miller (IL)	Communications Director
Alexia	Spentzas	Office of Rep. Bantz	Communications Director
Richard	Stanton	Office of Rep. Radewagen	Legislative Director
Charo	Star	Office of Rep. Clyde	Legislative Director
Alex	Stepahn	Office of Rep. Hudson	Legislative Director
Blake	Stevens	Office of Rep. Rose	Communications Director
Pam	Stevens	House Republican Conference	
Will	Stire	Office of Rep. Rogers (AL)	Legislative Director
Liz	Stinebaugh	Office of Rep. Emmer	Legislative Director
John	Stout	Office of Rep. Burchett	Legislative Director
Kennedy	Stowater	Office of Rep. Rouzer	Communications Director
Caroline	Strock	Office of Rep. Kim	Communications Director
Aldan	Strongreen	Office of Rep. Wied	Communications Director
Matthew	Stuback	Office of Rep. Joyce (OH)	Legislative Director
A.J.	Sugaman	Office of Speaker Johnson	Deputy Policy Director
Christopher	Tavardian	Office of Rep. Joyce (PA)	Communications Director
Katiana	Taubenberger	Office of Rep. Rutherford	Communications Director
Elissa	Tew	Office of Rep. Bean	Communications Director
Blake	Thelander	Office of Rep. Miller-Meeks	Legislative Director
James	Thomas	Office of Rep. Bean	Legislative Director
Rebecca	Thompson	Office of Rep. Taylor	Communications Director
Katherine	Thornhill	Office of Rep. Fry	Communications Director
Kirby	Tidmore	Republican Policy Cmte	Policy Director
Matthew	Topolski	Office of Rep. Hunt	Communications Director
Travis	Trejo	Office of Rep. Harris (MD)	Legislative Director
Matt	Tucker	Office of Rep. Joyce (PA)	Deputy Chief of Staff/Legislative Director
Will	Tucker	Office of Rep. Babin	Legislative Director
Ross	Tullis	Office of Rep. Crenshaw	Communications Director
Falth	Tuttle	Office of Rep. Stefanik	Legislative Director
Joel	Valdez	Office of Rep. Bonbert	Senior Communications Advisor/Communications Director
Valentina	Valenta	Office of Rep. Haridopolos	Legislative Director
Beatrice	Veleni	Office of Rep. Ezell	Legislative Director
Johnathan	Van Buren	Office of Rep. Houchlin	Legislative Director
Ben	Van Slocke	Office of Rep. Zinke	Legislative Director
Alex	Vanderford	Office of Rep. DesJarlais	Communications Director
Matt	Vanlyte	House Committee on Energy and Commerce	Communications Director
Heather	Vaughan	Committee on Armed Services	Communications Director
Jonathan	Vechot	Office of Rep. Bilirakis	Legislative Director/Deputy Chief of Staff
Karthik	Venkatraman	Office of Rep. Fallon	Legislative Director
Peter	Vicenzi	Office of Rep. Fallon	Communications Director
Katherine	Vittoni	Office of Laurel Lee	Communications Director
Jesse	Von Stein	Office of Rep. Baird	Legislative Director
Rachel	Wagley	Office of Rep. Moore (UT)	Chief of Staff
Casey Lee	Waldron	Office of Rep. Fitzpatrick	Communications Director
Maddeline	Waschak	Office of Rep. Williams (TX)	Press Secretary
Scott	Watson	Office of Rep. Evans (CO)	Legislative Director
Lauren	Weber	Office of Rep. Fischbach	Communications Director
Megan	Wenrich	Office of Rep. Shreve	Legislative Director
Bubba	White	Office of Rep. Rouzer	Legislative Director
Grace	White	Committee on House Administration	Communications Director
Jonathan	Wilcox	Office of Rep. Issa	Communications Director
Jonathan	Williams	Office of Rep. Smith (NE)	Press Secretary
Jefferson	Willis	Office of Rep. Hem	Legislative Director
Elizabeth	Willis	Office of Rep. Timmons	Communications Director
Rosie	Wilson	House Republican Conference	Deputy Strategic Director
Graham	Wise	Office of Rep. Gill	Legislative Director
Yvette	Wissmann	Office of Majority Leader Scalise	Deputy Floor Director
Jonathan	Wolfe	Office of Rep. Bligg (AZ)	Legislative Director
Brayden	Woods	Office of Rep. Van Duyne	Legislative Director
Dominique	Yelinski	Office of Majority Leader Scalise	Deputy Policy Director
Colin	Yokanovich	Office of Rep. Crenshaw	Legislative Director

Young	Office of Rep. Stefaniga	Legislative Director
Sarah Young	Office of Rep. Joyce (OH)	Communications Director
James Zandstra	Office of Rep. Kilay	Legislative Director
Jenna Zantow	Office of Rep. Wied	Legislative Director
Grace Zehner	Office of Rep. LaHood	Communications Director
Alec Zender	Office of Rep. Bergman	Legislative Director
Mae Zimmerman	Office of Rep. Tiffany	Legislative Director
Nate Zimpher	Office of Rep. Balderson	Legislative Director
Eric Zulkosky	Office of Majority Leader Scalis	Director of Floor Operations

COMMITTEE ON ETHICS

SPECIAL OCCASION GIFT WAIVER REQUEST

This form should be used by any House Member, officer, or employee who is seeking a waiver of the House gift rule (House Rule 25, clause 5) for gifts the individual anticipates receiving in connection with a wedding or engagement, the birth or adoption of a child, or a death in the family. **This form may be submitted to 1015 Longworth House Office Building or EthicsCommittee@mail.house.gov.**

Name of Requester: Bijan Koochmarai Date: 8/7/25

Signature of Requester: 

Employing Member/Committee: Majority Leader STEVE SCALISE

Office Address: #329, U.S. Capitol, Washington, DC 20515

Office Email: bjk@mail.house.gov

Occasion for which a gift rule waiver is requested (check one):

Wedding/engagement Birth/adoption of child Death in family

Other: _____

Date (or anticipated date) of occasion: 8/22/2025

Have you already received any gifts that require a waiver? Yes No (If you have already received any such gifts, you must provide details on those gifts and donors as an attachment to this form. Examples of gifts that do not require a waiver include gifts from relatives and gifts from personal friends that are \$250 or less, pursuant to House Rule 25, clauses 5(a)(3)(C), (D), and 5(a)(5).)

Conditions for Approval:

Notwithstanding the grant of this waiver, you should exercise caution in accepting any gift that likely would not have been offered but for your status as a House employee. With regard to any such gift, you should consider its source, nature, and value, as well as any possible conflict of interest with official duties.

This approval applies only to the acceptance of gifts under the gift rule. If you are required to file an annual Financial Disclosure Statement, you must report all gifts totaling more than \$480 from a single source; however, gifts having a value of \$192 or less need not be counted towards that \$480 limit. If you also wish a waiver of the statutory reporting requirement, you must submit a separate written request to the Committee. Any such request, and the Committee's response, will be made publicly available pursuant to section 13104(a)(2)(C) of the Ethics in Government Act.

Request Approved pursuant to House Rule 25, clause 5(a)(3)(T):


Chair


Ranking Member

Date: 8/21/2025

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>

August 1, 2025

Mr. Bijan Koohmaraie
Office of the Majority Leader
H-329, The Capitol
Washington, DC 20515

Dear Mr. Koohmaraie:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 4 to 6, 2025, sponsored by Congressional Institute.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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:kjf