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: William Smith
2. a. Name of Accompanying Relative: _____ *OR* ☑ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
   b. Dates at Personal Expense, if any: _____ *OR* ☑ None
4. Departure City: Washington, DC Destination: Virginia Beach, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: A conference w/ Meetings & events to teach + train Chiefs of Staff on best practices.
7. Attached to this form are ***each*** of the following, *signify that each item is attached by checking the corresponding box*:
   a. ☑ a completed *Sponsor Post-Travel Disclosure Form*;
   b. ☑ the *Primary Trip Sponsor Form* completed by the trip sponsor ***prior*** to the trip, ***including all*** attachments ***and*** the *Additional Sponsor Form(s)*;
   c. ☑ page 2 of the completed *Traveler Form* submitted by the employee; ***and***
   d. ☑ the letter from the Committee on Ethics approving my participation on this trip.
8. a. ☑ I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*
   b. If not, explain: _____

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

Signature of Traveler: _____ **Date:** 10/2/25

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: Rep. Nick Langworthy **Date:** 10/2/25

Signature of Supervising Member: _____

last updated 7/2023

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): Virginia Beach, VA
3. Date of Departure: September 22, 2025 Date of Return: September 24, 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	$363	$192	$754 - 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:** October 1, 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.

last updated 7/2023

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: September 22, 2025 Date of Return: September 24, 2025
7. a. City of departure: Washington, DC
   b. Destination(s): Virginia Beach, VA
   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- $55, Day 2 - $97, Day 3 - $32
      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: Marriott Virginia Beach Oceanfront City: Virginia Beach, VA Cost Per Night: $181.50
   Reason(s) for Selecting: proximity to DC, availability, security & facility size
   Hotel Name: Embassy Suites Virginia Beach City: Virginia Beach, VA Cost Per Night: $181.50
   Reason(s) for Selecting: proximity to Marriott Virginia Beach Oceanfront
   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:**

☐ Actual Amounts ■ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$122	$363	$184
For each Accompanying Family Member	$122	n/a	$184

	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	$782	Room Rental
For each Accompanying Family Member	$782	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: 8/8/25

Name: Dan Meyer Title: Interim CEO & President

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 role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors in House Majority committee offices, select leadership staff, and any House staff who will present at the conference.

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. Chiefs of Staffs 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 Chiefs of Staff, senior leadership and committee 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 security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be $782 as disclosed on the sponsor form.

CONGRESSIONALINSTITUTE

2025 Chiefs of Staff Conference

YOU'RE INVITED

2025 Chiefs of Staff Conference

Monday, September 22 to Wednesday, September 24, 2025

Marriott Virginia Beach Oceanfront

REGISTER NOW

If you are unable to attend, please use the following link to decline the invitation

DOWNLOAD ETHICS FORMS

Ethics Forms are due August 25, 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

2025 CHIEFS OF STAFF CONFERENCE

DRAFT AGENDA

DAY 1	Hotel Check-in is at 4:00 pm.	
MONDAY September 22, 2025	**9:30 am**	**BUSES DEPART CAPITOL HILL** *Boxed meal will be provided*
	1:30 pm	**BUSES ARRIVE AT THE MARRIOTT** 4201 Atlantic Avenue, Virginia Beach, VA 23451
	1:00 pm - 6:30 pm	**CONFERENCE REGISTRATION**
	1:00 pm- 3:00 pm	***WORK THE ROOM!*** A pre-conference kick-off gathering, where Chiefs share successes and seek advice from fellow Chiefs ~ **with food and refreshments**.
	3:00 pm- 4:00 pm	**KICKOFF & WELCOME**
	4:00 pm- 5:00 pm	**REFLECTIONS ON HILL SERVICE** How serving as Chief can be the best J-O-B you'll ever have!
	5:00 pm - 6:30 pm	**BREAK** For Your Official Responsibilities
	6:30 pm - 9:00 pm	**A COASTAL DINNER WITH FAMILY & FRIENDS**

DAY 2		
	7:30 am - 9:00 am	**BREAKFAST ON THE BOARDWALK**
TUESDAY September 23, 2025	**8:00 am - 6:30 pm**	**CONGRESSIONAL INSTITUTE HELP DESK**

9:00 am - 10:00 am	**IN THE ADMIN NOW** Former House Chiefs breakdown the differences between Chief'ing in the House and the Admin
10:00 am- 11:00 am	**FROM CONFLICT TO PARTNERSHIP: THE BOSS, YOUR STAFF & LEADERSHIP** Executive level coaching on how to "manage" the Hill
11:00 am- 11:15 am	**BREAK**
11:15 am - 12:00 pm	**BRIDGING THE PERSONAL OFFICE GAP WITH COMMITTEE AND LEADERSHIP** Personal Office Chiefs of Chairmen and Leadership Share and Listen to you
12:00 pm - 1:15 pm	**LUNCH WITH KEYNOTE SPEAKER**
1:15 pm - 1:30 pm	**BREAK**
1:30 pm - 4:30 pm	**BREAKOUT SESSIONS** *Whether you're seasoned or newer in your role, it's your opportunity to ask questions and see advice from Top Talent!*
4:30 pm - 6:30 pm	**BREAK** For Your Official Responsibilities
6:30 pm - 9:00 pm	**DINNER ON THE LAWN**

DAY 3

Hotel checkout is at 11:00 am.

WEDNESDAY
September 24, 2025

7:30 am - 9:00 am	**BREAKFAST ON THE BOARDWALK**
8:00 am - 11:30 am	**CONGRESSIONAL INSTITUTE HELP DESK**
9:00 am - 10:00 am	**COACHING THE GENERATIONS - THROUGH MY BURNOUT... AND THEIR ENTITLEMENT** *Understanding generations as colleagues and as managers*
10:00 am - 11:00 am	**CHIEFS TURNED CEOS** An inspirational message and advice from Chiefs turned CEOs
11:00 am	**HOTEL CHECK-OUT**
11:00 am	**CONFERENCE CONCLUDES**

11:15 am	**BUSES DEPART THE HOTEL** Boxed lunches will be available
3:15 pm	**BUSES ARRIVE AT CAPITOL HILL**

First Name	Last Name	Company Name	Title
Emily	Ackerman	Office of Majority Whip Emmer	Deputy Floor Director
Sara Brooks	Adams	Office of Majority Leader Scalise	Scheduler
Robert	Adkerson	Office of Rep. Loudermilk (GA-11)	Chief of Staff
Rick	Adkins	Office of Rep. Biggs (SC-03)	Chief of Staff
Nolan	Ahern	Office of Majority Whip Emmer	Deputy Policy Director
Amy	Albro	Office of Rep. Bice (OK-05)	Chief of Staff (OK)
Terry	Allen	Office of Rep. Palmer (AL-06)	Chief of Staff
Alyssa	Anderson Becker	Office of Rep. Mackenzie (PA-07)	Chief of Staff
TrinaJae	Apatang	Office of Rep. Moylan (GU-AL)	Chief of Staff
Cyrus	Artz	Office of Speaker Johnson	Senior Policy Advisor
Amanda	Baldwin	Office of Rep. Nathaniel Moran (TX-26)	Chief of Staff
Bill	Ball	Office of Speaker Johnson	Senior Policy Advisor
Joe	Barry	Republican Policy Cmte	Executive Director
Jason	Bauknecht	Office of Rep. Tiffany (WI-07)	Chief of Staff
Cliff	Bayer	Office of Rep. Fulcher (ID-01)	Chief of Staff
Nick	Bayer	Office of Rep. Hurd (CO-03)	Chief of Staff
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Megan	Bel Miller	Office of Rep. Scalise (LA-01)	Chief of Staff
Josh	Bell	Office of Rep. Estes (KS-04)	Chief of Staff
Emily	Benavides	Office of Rep. Latta (OH-05)	Chief of Staff
A. Brooke	Bennett	Office of Rep. Hill (AR-02)	Chief of Staff
Chris	Bien	Office of Speaker Johnson	Director of Floor Operations
Claire	Bienvenu	Office of Speaker Johnson	Legislative Assistant
Jeff	Bishop	Office of Rep. Shreve (IN-06)	Chief of Staff
Alex	Blair	Office of Rep. Steube (FL-17)	Chief of Staff
Luke	Blanchat	Office of Rep. Hudson (NC-09)	Chief of Staff
Robert	Boland	Office of Majority Whip Emmer	Chief of Staff
Lorissa	Bounds	Office of Rep. Obernolte (CA-23)	Chief of Staff
Parish	Braden	Committee on Agriculture	Staff Director
Jenifer	Bradley	Office of Rep. Rutherford (FL-05)	Chief of Staff
Philippa	Bradley	Office of Rep. Moore (NC-14)	Chief of Staff
Matt	Brennan	Office of Rep. Thompson (PA-15)	Chief of Staff
Noelle	Britton	Office of Rep. Smucker (PA-11)	Chief of Staff
Annie	Brody	Office of Majority Whip Emmer	Downtown Coalitions Director
Greg	Brooks	Office of Rep. Murphy (NC-03)	Chief of Staff
Nick	Brown	Office of Rep. Clyde (GA-09)	Chief of Staff
Ed	Buckham	Office of Rep. Greene (GA-14)	Chief of Staff
Courtney	Butcher	Office of Speaker Johnson	Director of Member Services
John	Byers	Office of Rep. Pfluger (TX-11)	Chief of Staff
Brian	Calabrese	Office of Rep. Crank (CO-05)	Chief of Staff
Spencer	Carr	Office of Rep. Tenney (NY-24)	Chief of Staff
Bob	Carretta	Office of Rep. Ellzey (TX-06)	Chief of Staff
Caroline	Cash	Office of Rep. Comer (KY-01)	Chief of Staff
Nick	Christensen	Infrastructure	Staff Director
William	Christian	Office of Rep. Luna (FL-13)	Chief of Staff

Andrew	Christianson	Office of Rep. Johnson (SD-AL)	Chief of Staff
Jon	Clark	Committee on Veterans' Affairs	Staff Director
Ken	Clifford	Office of Rep. Miller-Meeks (IA-01)	Chief of Staff
Frank	Collins	Office of Rep. Patronis (FL-01)	Chief of Staff
Briana	Connolly	Main Street Caucus	Executive Director
Will	Courtney	Office of Rep. Kustoff (TN-08)	Chief of Staff
Chris	Crawford	Office of Rep. Carter (GA-01)	Chief of Staff
Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Jamie	Cummins	Office of Majority Leader Scalise	Counsel
Michael	Curcio	Office of Rep. Messmer (IN-08)	Chief of Staff
Dante	Cutrona	Office of Rep. Joyce (PA-13)	Chief of Staff
Molly	Cutrona	Office of Rep. Amodei (NV-02)	Chief of Staff
Mike	D'orazio	Office of Rep. Reschenthaler (PA-14)	Chief of Staff
Reid	Dagul	Office of Rep. Cline (VA-06)	Chief of Staff
Jared	Dallin	Office of Rep. Kennedy (UT-03)	Chief of Staff
Andrew	David	Office of Rep. Higgins (LA-03)	Chief of Staff
Kevin	Dawson	Office of Rep. Kelly (PA-16)	Chief of Staff (PA)
Corinne	Day	Office of Speaker Johnson	Director of Media Affairs
Griffin	Decker	Commitee on Intelligence	Staff Director
James	Decker	Office of Rep. Griffith (VA-09)	Chief of Staff
Jackie	Del Bonis	Office of Majority Whip Emmer	Member Services Director
Regan	Delaney	Republican Governance Group (RG2)	Executive Director
Kris	Denzel	Office of Rep. Knott (NC-13)	Chief of Staff
Kenneth	Depew	Office of Rep. Crenshaw (TX-02)	Chief of Staff
Ryan	Dilworth	Office of Rep. Van Duyne (TX-24)	Chief of Staff
Matthew	Donnellan	Office of Rep. Miller (WV-01)	Chief of Staff
Toby	Douthat	Office of Rep. Edwards (NC-11)	Chief of Staff
Jordan	Downs	on Ethics	Chief of Staff
Mark	Dreiling	Office of Rep. Bacon (NE-02)	Chief of Staff
Bill	Duhnke	Office of Speaker Johnson	Policy Director
Jake	Dumas	Office of Rep. Flood (NE-01)	Chief of Staff
Katie	Dwyer	Office of Rep. Carey (OH-15)	Chief of Staff
Kevin	Eichinger	Office of Rep. Jordan (OH-04)	Chief of Staff
Brenna	Elliott	Office of Majority Leader Scalise	Senior Floor Assistant
Jaryn	Emhof	Office of Rep. Webster (FL-11)	Chief of Staff
Laura	Enquist	Office of Rep. Balderson (OH-12)	Chief of Staff
Alyssa	Erdel	House Republican Conference	Member Services Director
Matt	Esguerra	Office of Rep. Gooden (TX-05)	Chief of Staff
Ben	Falkowski	Office of Rep. Yakym (IN-02)	Chief of Staff
Alex	Ferro	Office of Rep. Gimenez (FL-28)	Chief of Staff
Jason	Fischer	Office of Rep. Fine (FL-06)	Chief of Staff
Casey	Fitzpatrick	Office of Majority Leader Scalise	Policy Advisor
David	FitzSimmons	Office of Rep. Finstad (MN-01)	Chief of Staff
Ian	Foley	Office of Majority Whip Emmer	Policy Director
Cameron	Foster	Office of Rep. Hern (OK-01)	Chief of Staff
Leslie	Foti	Office of Rep. Gosar (AZ-09)	Chief of Staff

Sally	Fox	Office of Majority Whip Emmer	Communications Director
Hannah	Fraher	Office of Rep. Haridopolos (FL-08)	Chief of Staff
Pierce	Frauenheim	Office of Rep. Bresnahan (PA-08)	Chief of Staff
Becky	Freeman	Office of Rep. Ciscomani (AZ-06)	Chief of Staff
Garrett	Fultz	Office of Speaker Johnson	Deputy Chief of Staff
Jason	Galanes	Office of Rep. Turner (OH-10)	Chief of Staff
Hogan	Gidley	Office of Speaker Johnson	Senior Communications Advisor
Sarah	Gilbert	Office of Rep. Dunn (FL-02)	Chief of Staff
Stacey	Glasscock	Office of Rep. Lucas (OK-03)	Chief of Staff
Cesar	Gonzalez	Office of Rep. Diaz-Balart (FL-26)	Chief of Staff
Jenny	Gorski	Office of Rep. Baumgartner (WA-05)	Chief of Staff
Geoff	Gosselin	Committee on Armed Services	Staff Director
AnnMarie	Graham-Barnes	Office of Rep. Mast (FL-21)	Chief of Staff
Madison	Green	Office of Rep. Moore (AL-01)	Chief of Staff
Kelsey	Greenwald	Office of Rep. Burchett (TN-02)	Chief of Staff
Leah	Grider	Office of Rep. Rose (TN-06)	Deputy Chief of Staff
Jackson	Gross	Office of Rep. James (MI-10)	Chief of Staff
Matt	Gurtler	Office of Rep. Massie (KY-04)	Chief of Staff
Ashley	Gutwein	Office of Rep. Nunn (IA-03)	Chief of Staff
Christopher	Hall	Office of Rep. McGuire (VA-05)	Chief of Staff
Tom	Hammond	Technology	Staff Director
James	Hampson	Office of Rep. Moore (WV-02)	Chief of Staff
Sabrina	Hancock	Office of Rep. Roy (TX-21)	Chief of Staff
Dave	Hanke	Select Committee on China	Staff Director
Brandon	Harder	Office of Rep. Mann (KS-01)	Chief of Staff
Derek	Harley	Office of Speaker Johnson	Director of House Operations
Taylor	Haulsee	Office of Speaker Johnson	Deputy Communications Director
Nick	Hawatmeh	House Republican Conference	Chief of Staff
Hayden	Haynes	Office of Speaker Johnson	Chief of Staff
Eric	Heighberger	Committee on Homeland Security	Staff Director
Grant	Henry	Office of Rep. Ogles (TN-05)	Chief of staff
Patrick	Hester	Office of Rep. Stefanik (NY-21)	Chief of Staff
Austin	Higginbotham	Office of Rep. Fallon (TX-04)	Chief of Staff
Jake	Hilkin	Office of Majority Leader Scalise	Member Services Director
Van	Hilleary	Office of Rep. Rose (TN-06)	Chief of Staff
Liz	Hittos	Office of Rep. Bilirakis (FL-12)	Chief of Staff
Christopher	Hixon	Committee on Judiciary	Staff Director
Lauren	Hodge	Office of Rep. Guthrie (KY-02)	Chief of Staff
Landon	Hoffman	Office of Rep. Lee (FL-15)	Chief of Staff
Lauren	Holmes	Rep. Williams (TX-25)	Staff Director/Chief of Staff
Bob	Holste	Office of Rep. Kiley (CA-03)	Chief of Staff
Casey	Hood	Office of Rep. Jackson (TX-13)	Chief of Staff
Michael	Horanburg	Office of Rep. Begich (AK-AL)	Chief of Staff
Brett	Horton	Office of Majority Leader Scalise	Chief of Staff
Tyler	Houlton	Office of Rep. Wied (WI-08)	Chief of Staff
Quentin	Hout	Office of Majority Leader Scalise	Policy Advisor

Paul	Howell	Office of Rep. Kelly (MS-01)	Chief of Staff
Matt	Hutson	Office of Rep. Harris (MD-01)	Chief of Staff
Chris	Jaarda	Office of Speaker Johnson	Senior Policy Advisor and Counsel
Josh	Jackson	Office of Rep. Smith (NE-03)	Chief of Staff
Megan	Jackson	Committee on Energy and Commerce	Staff Director
Alice	Johnson	Office of Rep. Scott (GA-08)	Chief of Staff
Ben	Johnson	Committee on Financial Services	Staff Director
Paul	Johnson	Committee on Budget	Staff Director
Jon	Jones	Office of Rep. Brecheen (OK-02)	Chief of Staff
Amanda	Kain	Office of Rep. Joyce (OH-14)	Chief of Staff
Rachel	Kaldahl	Office of Speaker Johnson	General Counsel
Rebecca	Keightley	Office of Rep. Calvert (CA-41)	Chief of Staff
Charlie	Keller	Office of Rep. Wagner (MO-02)	Chief of Staff
Karen	Kelly	Office of Rep. Rogers (KY-05)	Chief of Staff
Mark	Kelly	Office of Rep. Harris (NC-08)	Chief of Staff
Melissa	Kelly	Office of Rep. Franklin (FL-18)	Chief of Staff
Ryan	Kelly	Office of Rep. Spartz (IN-05)	Chief of Staff
Drew	Keyes	Office of Speaker Johnson	Senior Policy Advisor
Carolyn	King	Office of Rep. Wittman (VA-01)	Chief of Staff
Erik	Kinney	House Republican Conference	Policy Director
Joe	Kirby	Office of Rep. Stutzman (IN-03)	Chief of Staff
Kyle	Kizzier	Office of Rep. Houchin (IN-09)	Chief of Staff
Joe	Knowles	Office of Rep. Fitzpatrick (PA-01)	Chief of Staff
Desiree	Koetzle	Office of Rep. Stauber (MN-08)	Chief of Staff
BJ	Koohmaraie	Office of Majority Leader Scalise	Policy Director
Jay	Kronzer	Office of Rep. Kiggans (VA-02)	Chief of Staff
James	Kyrkanides	Office of Rep. Hunt (TX-38)	Chief of Staff
Kate	LaBorde	Office of Rep. Biggs (AZ-05)	Chief of Staff
Meghan	Lake	Office of Majority Leader Scalise	Policy Advisor
James	Langenderfer	Committee on Foreign Affairs	Staff Director
John	Lanning	Office of Speaker Johnson	Member Services Coordinator
RJ	Laukitis	Committee on Education & the Workforce	Staff Director
Chris	Lawson	Office of Rep. Aderholt (AL-04)	Chief of Staff
Chrissi	Lee	Office of Rep. Luttrell (TX-08)	Chief of Staff
Matt	Leopold	Office of Rep. Feenstra (IA-04)	Chief of Staff
Andrew	Leppert	Office of Rep. Gill (TX-26)	Chief of Staff
Graham	Lescallette	Office of Rep. Rulli (OH-06)	Chief of Staff
Tony	Lis	Office of Rep. Bergman (MI-01)	Chief of Staff
Mark	Longoria	Office of Rep. Cloud (TX-27)	Chief of Staff
Lee	Lonsberry	Office of Rep. Owens (UT-04)	Chief of Staff
Charley	Lovett	Office of Rep. Onder (MO-03)	Chief of Staff
Linoshka	Luna	House Republican Conference	Press Secretary
Nick	Lunneborg	Office of Rep. Taylor (OH-02)	Chief of Staff
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
Mark	Marin	Committee on Oversight & Accountability	Staff Director
Chris	Marklund	Committee on Natural Resources	Deputy Staff Director

Michael	Martin	Office of Rep. Alford (MO-04)	Chief of Staff
Sean	McCabe	Office of Rep. Harrigan (NC-10)	Chief of Staff
Anna	McCormack	Office of Rep. Rouzer (NC-07)	Chief of Staff
Matt	McCullough	Office of Rep. Bost (IL-12)	Chief of Staff
Meg	McGaughey	Office of Majority Leader Scalise	General Counsel
Robert	McIntosh	Office of Rep. Downing (MT-02)	Chief of Staff
Kyle	McKay	Office of Rep. Burlison (MO-07)	Chief of Staff
Will	McPherson	Office of Rep. Cole (OK-04)	Chief of Staff
Gabriel	Merkel	Problem Solvers Caucus	Executive Director
Craig	Metz	Office of Rep. Wilson (SC-02)	Chief of Staff
Matthew	Meyer	Office of Rep. Smith (MO-08)	Chief of Staff
Carson	Middleton	on Rules	Chief of Staff/Policy Director
Carly	Miller	Office of Rep. Hageman (WY-AL)	Chief of Staff
Jonas	Miller	Office of Rep. Carter (TX-31)	Chief of Staff
Martha	Mills	Office of Majority Leader Scalise	Press Secretary
Patrick	Mocete	Office of Rep. Kim (CA-40)	Chief of Staff
Vivian	Moeglein	Committee on Natural Resources	Staff Director
Tyler	Moore	Office of Rep. Evans (CO-08)	Chief of Staff
Tom	Moran	Office of Rep. Salazar (FL-27)	Chief of Staff
Jeff	Morehouse	Office of Rep. Hudson (NC-09)	Leadership Chief of Staff
Joseph	Mott	Office of Rep. Norman (SC-05)	Chief of Staff
Lauren	Muglia	Office of Rep. Perry (PA-10)	Chief of Staff
Allison	Murphy	Office of Rep. Van Drew (NJ-02)	Chief of Staff
Cullen	Murphy	Office of Speaker Johnson	Deputy Director of Floor Operations
Sean	Murphy	Office of Rep. Fischbach (MN-07)	Chief of Staff
Dennis	Nalls	Office of Majority Whip Emmer	Floor Director
Karen	Navarro	Office of Rep. De La Cruz (TX-15)	Chief of Staff
Joe	Nicholson	Office of Rep. Ezell (MS-04)	Chief of Staff
Blake	Nolan	Office of Rep. Buchanan (FL-16)	Chief of Staff
Mary McDermott	Noonan	Office of Rep. Smith (NJ-04)	Chief of Staff
Nick	O'Boyle	Office of Rep. Estes	Deputy Chief of Staff/Legislative Director
Anderson	Okoniewski	House Republican Conference	Senior Advisor
Matt	Orr	Office of Rep. Fry (SC-07)	Chief of Staff
Claire	Osborn	Office of Rep. Van Orden (WI-03)	Chief of Staff
Hillary	Parkinson	Office of Rep. Self (TX-03)	Chief of Staff
Krisann	Pearce	Office of Rep. Schmidt (KS-02)	Chief of Staff
Nancy	Peele	Office of Rep. Westerman (AR-04)	Chief of Staff
Mehgan	Perez-Acosta	Office of Rep. Donalds (FL-19)	Chief of Staff
Matt	Perricone	Office of Rep. Meuser (PA-09)	Chief of Staff
Brandon	Phillips	Office of Rep. Collins (GA-10)	Chief of Staff
Mike	Platt	Committee on House Administration	Staff Director
Phil	Poe	Office of Rep. Miller (OH-07)	Chief of Staff
Marie	Price	Office of the Speaker	Advisor to the Chief of Staff
Cesar	Prieto	Office of Rep. Gonzales (TX-23)	Chief of Staff
Garrett	Puckett	House Republican Conference	Directors of Coalitions
John	Quinn	Office of Rep. Schweikert (AZ-01)	Chief of Staff (DC)

Nikki	Rapanos	Office of Rep. LaLota (NY-01)	Chief of Staff
Tim	Reitz	House Freedom Caucus	Executive Director
Andrew	Renteria	Office of Rep. Valadao (CA-22)	Chief of Staff
Mary Ellen	Richardson	Office of Rep. LaHood (IL-16)	Chief of Staff
Jamie	Robinette	Office of Rep. Bean (FL-04)	Chief of Staff
Jason	Rogers	Office of Majority Whip Emmer	General Counsel
Shelbie	Rogers	Office of Majority Whip Emmer	Senior Advisor
Kerry	Rom	Office of Majority Leader Scalise	Communications Director
Mark	Roman	Committee on Ways & Means	Staff Director
Jake	Ronan	House Republican Conference	Deputy Chief of Staff
Mike	Rorke	Office of Rep. Walberg (MI-05)	Chief of Staff
Mary	Rosado	Office of Rep. Barr (KY-06)	Chief of Staff
Sarah	Rosnick	Office of Rep. Baird (IN-04)	Chief of Staff
Drew	Ross	Office of Rep. McCaul (TX-10)	Chief of Staff
Susan	Ross	Committee on Appropriations	Staff Director
Janet	Rossi	Office of Rep. Crawford (AR-01)	Chief of Staff
Nick	Runkel	Office of Rep. Womack (AR-03)	Chief of Staff
Jacqui	Russell	Office of Speaker Johnson	National Security Advisor
Zac	Rutherford	Office of Rep. Harshbarger (TN-01)	Chief of Staff
Lindsay	Ryan	Office of Rep. Moolenaar (MI-02)	Chief of Staff
Dan	Scharfenberger	Office of Rep. Kean (NJ-07)	Chief of Staff
Eric	Schmitz	Office of Speaker Johnson	Director of Coalitions
Robert	Schroeder	Office of Rep. Nehls (TX-22)	Chief of Staff
Katherine	Sears	Office of Rep. Fong (CA-20)	Chief of Staff
Sophie	Seid	Office of Rep. Hinson (IA-02)	Chief of Staff
Philip	Singleton	Office of Rep. McCormick (GA-07)	Chief of Staff
Buffy	Smith	Office of Rep. Graves (MO-06)	Chief of Staff
Gregory	Smith	Office of Rep. Crane (AZ-02)	Chief of Staff
Heather	Smith	Office of Rep. Timmons (SC-04)	Chief of Staff
William	Smith	Office of Rep. Langworthy (NY-23)	Chief of Staff
Nate	Soule	Office of Rep. Lawler (NY-17)	Chief of Staff
Mark	Spannagel	Office of Rep. LaMalfa (CA-01)	Chief of Staff
Alex	Stone	Office of Rep. Jack (GA-03)	Chief of Staff
Nick	Strader	Office of Rep. Bentz (OR-02)	Chief of Staff
AJ	Sugarman	Office of Speaker Johnson	Deputy Policy Director
Ella	Sullins	Office of Rep. Strong (AL-05)	Chief of Staff
Timothy	Svoboda	Office of Rep. Grothman (WI-06)	Chief of Staff
Heather	Swift	Office of Rep. Zinke (MT-01)	Chief of Staff
Kip	Talley	Office of Rep. Hamadeh (AZ-08)	Chief of Staff
Deena	Tauster	Office of Rep. Garbarino (NY-02)	Chief of Staff
Shana	Teehan	Office of Rep. Fedorchak (ND-AL)	Chief of Staff
Daniel	Tidwell	Office of Rep. Fleischmann (TN-03)	Chief of Staff
Sophie	Trainor Khanahmadi	Committee on Energy & Commerce	Deputy Staff Director
Catherine	Treadwell	Office of Rep. Mills (FL-07)	Chief of Staff
Charlie	Truxal	Office of Rep. Cammack (FL-03)	Chief of Staff
Chris	Tudor	Office of Rep. McClintock (CA-05)	Chief of Staff

Alex	Vargo	Office of Rep. McDowell (NC-06)	Chief of Staff
Richard	Vaughn	Office of Rep. DesJarlais (TN-04)	Chief of Staff
Luis	Vega	Office of Rep. Sessions (TX-17)	Chief of Staff
Ted	Verrill	Office of Rep. Letlow (LA-05)	Chief of Staff
Katie	Vincentz	Office of Rep. Arrington (TX-19)	Chief of Staff
Kyle	VonEnde	Office of Rep. Barrett (MI-07)	Chief of Staff
William	Wadsworth	Office of Rep. Miller (IL-15)	Chief of Staff
Robert	Wagener	Office of Rep. Fitzgerald (WI-05)	Chief of Staff
Rachel	Wagley	Office of Rep. Moore (UT-01)	Chief of Staff
Nikki	Wallace	Office of Rep. Simpson (ID-02)	Chief of Staff
Ruth	Ward	Office of Rep. Johnson (LA-04)	Chief of Staff
Steve	Waskiewicz	Committee on Rules	Staff Director
Zach	Weidlich	Office of Rep. Goldman (TX-12)	Chief of Staff
Taylor	Weyeneth	Office of Rep. Malliotakis (NY-11)	Chief of Staff
Bryan	Wheat	Office of Rep. Maloy (UT-02)	Chief of Staff
Heath	Wheat	Office of Rep. Allen (GA-12)	Chief of Staff
Connor	White	Office of Rep. Davidson (OH-08)	Chief of Staff
Grace	White	Office of Rep. Steil (WI-01)	Chief of Staff
Todd	Whiteman	Office of Rep. Huizenga (MI-04)	Chief of Staff
Jeanette	Whitener	Office of Rep. Weber (TX-14)	Chief of Staff
Haley	Wilson	Office of Rep. Rogers (AL-03)	Chief of Staff
Yvette	Wissmann	Office of Majority Leader Scalise	Deputy Floor Director
Veronica	Wong	Office of Rep. Issa (CA-48)	Chief of Staff
Leafaina	Yahn	Office of Rep. Radewagen (AS-AL)	Chief of Staff
Herb	Yamada	Office of Rep. King-Hinds (MP-AL)	Chief of Staff
Noah	Yantis	Office of Rep. Newhouse (WA-04)	Chief of Staff
Dominique	Yelinski	Office of Majority Leader Scalise	Deputy Policy Director
Lauren	Ziegler	Office of Rep. Babin (TX-36)	Chief of Staff
Eric	Zulkosky	Office of Majority Leader Scalise	Floor Director

2025 CHIEFS OF STAFF CONFERENCE

HOUSE STAFF AGENDA

DAY 1	Hotel Check-in at 4:00 pm. Guests may store luggage in the Calloway room upon arrival or with the bellman.		
MONDAY September 22, 2025	**9:30 am**	**BUSES DEPART CAPITOL HILL**	S. Capitol Street (Between Rayburn & Longworth)
	1:30 pm	**BUSES ARRIVE AT THE MARRIOTT** 4201 Atlantic Avenue, Virginia Beach, VA 23451	Embassy Suites Cul-de-Sac
	1:00 pm - 6:30 pm	**CONFERENCE REGISTRATION**	Seaside Foyer Marriott 2nd Floor
	1:00 pm- 3:00 pm	***WORK THE ROOM!*** *A pre-conference kick-off gathering, where Chiefs share successes and seek advice from fellow Chiefs ~ with food and refreshments.*	Seaside Terrace Marriott 2nd Floor
	3:00 pm- 4:00 pm	**WELCOME & KICKOFF** *With welcome remarks from Dan Meyer, Interim President of the Congressional Institute* **Hayden Haynes**, Chief of Staff, Speaker of the House **LEADING BEYOND THE DOME: LESSONS FROM THE HILL TO THE BOARDROOM** *An inspirational message and career advice from Hill alums now leading boardrooms* **Will Dunham**, President and CEO, American Investment Council **Anne Bradbury,** President and CEO, American Exploration and Production Council	Seaside Ballroom Marriott 2nd Floor
	4:00 pm- 5:00 pm	**FROM CONFLICT TO PARTNERSHIP: THE BOSS, LEADERSHIP & YOUR STAFF** *Executive level coaching on how to "manage" the Hill* **Mark Sobol**, Founder and Senior Executive Advisor, House Congressional Excellence Program *(virtual)* **Tyler Christesen,** Partner, House Congressional Excellence Program	Seaside Ballroom Marriott 2nd Floor

	5:00 pm	**BREAK** for your Official Responsibilities	
	6:30 pm - 9:00 pm	**A COASTAL DINNER WITH FAMILY & FRIENDS**	The Cavalier Beach Club (between Marriott and Embassy Suites)
DAY 2	**7:30 am - 9:00 am**	**BREAKFAST ON THE BOARDWALK**	Ocean Lawn Marriott Ground Floor
TUESDAY September 23, 2025	**8:00 am - 5:00 pm**	**CONGRESSIONAL INSTITUTE HELP DESK**	Seaside Foyer Marriott 2nd Floor
	9:00 am - 10:00 am	**IN THE ADMIN NOW: FORMER HOUSE CHIEF ON THE DIFFERENCES OF CHIEF'ING IN THE HOUSE AND THE ADMIN** **Pete Meachum,** Chief of Staff, Department of Transportation *A conversation with Charlie Keller, Chief of Staff, Rep. Ann Wagner*	Seaside Ballroom Marriott 2nd Floor
	10:00 am- 11:00 am	**THE CRISIS PLAYBOOK: LEADING AN OFFICE THROUGH CRISIS** *From government shutdowns to national emergencies, Chiefs will learn how to keep teams resilient, focused, and prepared.* **Mark Pfeifle,** former White House Deputy National Security Advisor for Strategic Communications and Global Outreach, Founder at Off the Record Strategies **James Davis**, former Communications Director 2012 RNC, President at Touchdown Strategies	Seaside Ballroom Marriott 2nd Floor
	11:00 am- 11:15 am	**BREAK**	
	11:15 am - 12:15 pm	**LEADERSHIP LESSONS FROM CI BOARD MEMBERS** **Mike Sommers,** President and CEO, American Petroleum Institute (API), former Chief of Staff, Speaker Boehner **Brenda Becker,** SVP Global Government Affairs, Boston Scientific *A conversation with Dan Meyer, Interim President, Congressional Institute*	Seaside Ballroom Marriott 2nd Floor

12:15 pm - 1:00 pm	**LUNCH**	Seaside Ballroom Marriott 2nd Floor
1:00 pm - 1:30 pm	**BREAK** for your Official Responsibilities	
1:30 pm - 2:30 pm	**BREAKOUT SESSIONS** *Whether you're seasoned or newer in your role, it's your opportunity to ask questions and see advice from Top Talent!*	
	BRIDGING THE PERSONAL OFFICE GAP WITH COMMITTEE AND LEADERSHIP *Tips for navigating the crossroads of Office, Committee, and Leadership* **Sophie Trainor Khanahmadi,** Deputy Staff Director, Committee on Energy & Commerce **Cyrus Artz,** Senior Policy Advisor and former Staff Director, Speaker Johnson *Moderated by Lisa Camooso Miller*	Calloway
	10 ETHICS MISTAKES TO AVOID **Elliot Berke**, former in house 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	Kaye
	DOWNTOWN WITH FORMER CHIEFS *What I wish I learned as a House Chief* **Jessica Carter**, Head of Federal Government Affairs, Ford **Pete Giambastiani,** Vice President, Government Affairs, GE Aerospace **Annie Palisi,** SVP Gov't Affairs, Bank of America *Moderated by Mary Rosado, Chief of Staff, Rep. Andy Barr*	Goodman
2:30 pm – 3:30 pm	**BREAKOUT SESSIONS**	
	BRIDGING THE PERSONAL OFFICE GAP WITH COMMITTEE AND LEADERSHIP *Tips for navigating the crossroads of Office, Committee, and Leadership* **Sophie Trainor Khanahmadi,** Deputy Staff Director, Committee on Energy & Commerce **Cyrus Artz**, Senior Policy Advisor and former Staff Director, Speaker Johnson *Moderated by Lisa Camooso Miller*	Calloway
	10 ETHICS MISTAKES TO AVOID **Elliot Berke**, former in house and current outside Counsel to congressional leadership, Partner at Berke Farah LLP	Kaye

	Ashley Callen, former General Counsel to the Speaker and Leader, Partner at Jenner & Block **THE CHIEFS' TABLE** *For newer Chiefs: navigating new delegations and moving from newcomer to insider* **Desiree Koetzle,** Chief of Staff, Rep. Peter Stauber **Melissa Kelly,** Chief of Staff, Rep. Scott Franklin *Moderated by Josh Saltzman, Airlines for America, Former House Chief*	Goodman
3:30 pm - 4:30 pm	**BREAKOUT SESSIONS** **THE CHIEFS' TABLE** *For newer Chiefs: navigating new delegations and moving from newcomer to insider* **Desiree Koetzle,** Chief of Staff, Rep. Peter Stauber **Melissa Kelly,** Chief of Staff, Rep. Scott Franklin *Moderated by Josh Saltzman, Airlines for America, Former House Chief*	Goodman
	DOWNTOWN WITH FORMER CHIEFS *What I wish I learned as a House Chief* **Jessica Carter**, Head of Federal Government Affairs, Ford **Pete Giambastiani,** Vice President, Government Affairs, GE Aerospace **Annie Palisi,** SVP Gov't Affairs, Bank of America *Moderated by Mary Rosado, Chief of Staff, Rep. Andy Barr*	Calloway
6:30 pm - 9:00 pm	**DINNER ON THE LAWN**	Cavalier Hotel: Raleigh Room and The Great Lawn

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 the Calloway room located at the Marriott Hotel 2nd Floor. Buses will depart from the Embassy Suites Cul-de-Sac.		
WEDNESDAY September 24, 2025	**7:30 am - 9:00 am**	**BREAKFAST ON THE BOARDWALK**	Ocean Lawn Marriott Ground Floor
	8:00 am - 11:30 am	**CONGRESSIONAL INSTITUTE HELP DESK**	Seaside Foyer Marriott 2nd Floor
	9:00 am - 10:30 am	**COACHING THE GENERATIONS - THROUGH MY BURNOUT... AND THEIR ENTITLEMENT** *Understanding generations as colleagues and as managers* **"Gen Xer" David Stillman & "Gen Zer" Jonah Stillman,** nationally renowned generational experts, GenGuru	Seaside Ballroom Marriott 2nd Floor
	10:30 am - 11:30 am	**FROM THE WEST WING TO THE HOUSE FLOOR** *A conversation with White House OLA* **Jeff Freeland,** Deputy Assistant to the President and Deputy Director, White House Office of Legislative Affairs **Charyssa Parent**, White House Congressional Communications Director *Moderated by Cesar Gonzalez, Chief of Staff, Rep. Mario Diaz-Balart*	Seaside Ballroom Marriott 2nd Floor
	11:00 am	**HOTEL CHECK-OUT**	
	11:30 am	**CONFERENCE CONCLUDES**	
	11:45 am	**BUSES DEPART THE HOTEL** Boxed lunches will be available	Embassy Suites Cul-de-Sac
	3:15 pm	**BUSES ARRIVE AT CAPITOL HILL**	S. Capitol Street

Chiefs of Staff Conference: House Attendance List

First Name	Last Name	Company Name	Title
Emily	Ackerman	Office of Majority Whip Emmer	Deputy Floor Director
Sara Brooks	Adams	Office of Majority Leader Scalise	Scheduler
Nolan	Ahern	Office of Majority Whip Emmer	Deputy Policy Director
Alyssa	Anderson Becker	Office of Rep. Mackenzie (PA-07)	Chief of Staff
Cyrus	Artz	Office of Speaker Johnson	Senior Policy Advisor
Amanda	Baldwin	Office of Rep. Nathaniel Moran (TX-26)	Chief of Staff
Joe	Barry	Republican Policy Cmte	Executive Director
Nick	Bayer	Office of Rep. Hurd (CO-03)	Chief of Staff
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Megan	Bel Miller	Office of Rep. Scalise (LA-01)	Chief of Staff
Emily	Benavides	Office of Rep. Latta (OH-05)	Chief of Staff
Chris	Bien	Office of Speaker Johnson	Director of Floor Operations
Claire	Bienvenu	Office of Speaker Johnson	Legislative Assistant
Jeff	Bishop	Office of Rep. Shreve (IN-06)	Chief of Staff
Robert	Boland	Office of Majority Whip Emmer	Chief of Staff
Annie	Brody	Office of Majority Whip Emmer	Downtown Coalitions Director
Greg	Brooks	Office of Rep. Murphy (NC-03)	Chief of Staff
Courtney	Butcher	Office of Speaker Johnson	Director of Member Services
John	Byers	Office of Rep. Pfluger (TX-11)	Chief of Staff
Brian	Calabrese	Office of Rep. Crank (CO-05)	Chief of Staff
William	Christian	Office of Rep. Luna (FL-13)	Chief of Staff
Jon	Clark	Committee on Veterans' Affairs	Staff Director
Ken	Clifford	Office of Rep. Miller-Meeks (IA-01)	Chief of Staff
Frank	Collins	Office of Rep. Patronis (FL-01)	Chief of Staff
Briana	Connolly	Main Street Caucus	Executive Director
Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Jamie	Cummins	Office of Majority Leader Scalise	Counsel
Dante	Cutrona	Office of Rep. Joyce (PA-13)	Chief of Staff
Molly	Cutrona	Office of Rep. Amodei (NV-02)	Chief of Staff
Reid	Dagul	Office of Rep. Cline (VA-06)	Chief of Staff
Corinne	Day	Office of Speaker Johnson	Director of Media Affairs
Jackie	Del Bonis	Office of Majority Whip Emmer	Member Services Director
Ryan	Dilworth	Office of Rep. Van Duyne (TX-24)	Chief of Staff
Mark	Dreiling	Office of Rep. Bacon (NE-02)	Chief of Staff
Bill	Duhnke	Office of Speaker Johnson	Policy Director
Katie	Dwyer	Office of Rep. Carey (OH-15)	Chief of Staff
Brenna	Elliott	Office of Majority Leader Scalise	Senior Floor Assistant
Alyssa	Erdel	House Republican Conference	Member Services Director
Matt	Esguerra	Office of Rep. Gooden (TX-05)	Chief of Staff
Ian	Foley	Office of Majority Whip Emmer	Policy Director
Hannah	Fraher	Office of Rep. Haridopolos (FL-08)	Chief of Staff

Cesar	Gonzalez	Office of Rep. Diaz-Balart (FL-26)	Chief of Staff
AnnMarie	Graham-Barnes	Office of Rep. Mast (FL-21)	Chief of Staff
Ashley	Gutwein	Office of Rep. Nunn (IA-03)	Chief of Staff
Christopher	Hall	Office of Rep. McGuire (VA-05)	Chief of Staff
Derek	Harley	Office of Speaker Johnson	Director of House Operations
Taylor	Haulsee	Office of Speaker Johnson	Deputy Communications Director
Nick	Hawatmeh	House Republican Conference	Chief of Staff
Hayden	Haynes	Office of Speaker Johnson	Chief of Staff
Jake	Hilkin	Office of Majority Leader Scalise	Member Services Director
Christopher	Hixon	Committee on Judiciary	Staff Director
Lauren	Hodge	Office of Rep. Guthrie (KY-02)	Chief of Staff
Bob	Holste	Office of Rep. Kiley (CA-03)	Chief of Staff
Casey	Hood	Office of Rep. Jackson (TX-13)	Chief of Staff
Brett	Horton	Office of Majority Leader Scalise	Chief of Staff
Quentin	Hout	Office of Majority Leader Scalise	Policy Advisor
Josh	Jackson	Office of Rep. Smith (NE-03)	Chief of Staff
Alice	Johnson	Office of Rep. Scott (GA-08)	Chief of Staff
Jon	Jones	Office of Rep. Brecheen (OK-02)	Chief of Staff
Rachel	Kaldahl	Office of Speaker Johnson	General Counsel
Rebecca	Keightley	Office of Rep. Calvert (CA-41)	Chief of Staff
Charlie	Keller	Office of Rep. Wagner (MO-02)	Chief of Staff
Karen	Kelly	Office of Rep. Rogers (KY-05)	Chief of Staff
Melissa	Kelly	Office of Rep. Franklin (FL-18)	Chief of Staff
Ryan	Kelly	Office of Rep. Spartz (IN-05)	Chief of Staff
Drew	Keyes	Office of Speaker Johnson	Senior Policy Advisor
Carolyn	King	Office of Rep. Wittman (VA-01)	Chief of Staff
Erik	Kinney	House Republican Conference	Policy Director
Joe	Kirby	Office of Rep. Stutzman (IN-03)	Chief of Staff
Desiree	Koetzle	Office of Rep. Stauber (MN-08)	Chief of Staff
BJ	Koohmaraie	Office of Majority Leader Scalise	Policy Director
Jay	Kronzer	Office of Rep. Kiggans (VA-02)	Chief of Staff
Meghan	Lake	Office of Majority Leader Scalise	Policy Advisor
John	Lanning	Office of Speaker Johnson	Member Services Coordinator
Chrissi	Lee	Office of Rep. Luttrell (TX-08)	Chief of Staff
Tony	Lis	Office of Rep. Bergman (MI-01)	Chief of Staff
Lee	Lonsberry	Office of Rep. Owens (UT-04)	Chief of Staff
Linoshka	Luna	House Republican Conference	Press Secretary
Nick	Lunneborg	Office of Rep. Taylor (OH-02)	Chief of Staff
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
Michael	Martin	Office of Rep. Alford (MO-04)	Chief of Staff
Sean	McCabe	Office of Rep. Harrigan (NC-10)	Chief of Staff
Robert	McIntosh	Office of Rep. Downing (MT-02)	Chief of Staff
Carson	Middleton	Office of Rep. Foxx (NC-05)/Committee on Rules	Chief of Staff/Policy Director
Martha	Mills	Office of Majority Leader Scalise	Press Secretary

Jeff	Morehouse	Office of Rep. Hudson (NC-09)	Leadership Chief of Staff
Joseph	Mott	Office of Rep. Norman (SC-05)	Chief of Staff
Cullen	Murphy	Office of Speaker Johnson	Deputy Director of Floor Operations
Sean	Murphy	Office of Rep. Fischbach (MN-07)	Chief of Staff
Dennis	Nalls	Office of Majority Whip Emmer	Floor Director
Blake	Nolan	Office of Rep. Buchanan (FL-16)	Chief of Staff
Anderson	Okoniewski	House Republican Conference	Senior Advisor
Hillary	Parkinson	Office of Rep. Self (TX-03)	Chief of Staff
Matt	Perricone	Office of Rep. Meuser (PA-09)	Chief of Staff
Marie	Price	Office of the Speaker	Advisor to the Chief of Staff
Garrett	Puckett	House Republican Conference	Directors of Coalitions
Nikki	Rapanos	Office of Rep. LaLota (NY-01)	Chief of Staff
Jamie	Robinette	Office of Rep. Bean (FL-04)	Chief of Staff
Jason	Rogers	Office of Majority Whip Emmer	General Counsel
Shelbie	Rogers	Office of Majority Whip Emmer	Senior Advisor
Jake	Ronan	House Republican Conference	Deputy Chief of Staff
Mary	Rosado	Office of Rep. Barr (KY-06)	Chief of Staff
Sarah	Rosnick	Office of Rep. Baird (IN-04)	Chief of Staff
Janet	Rossi	Office of Rep. Crawford (AR-01)	Chief of Staff
Dan	Scharfenberger	Office of Rep. Kean (NJ-07)	Chief of Staff
Eric	Schmitz	Office of Speaker Johnson	Director of Coalitions
Katherine	Sears	Office of Rep. Fong (CA-20)	Chief of Staff
Philip	Singleton	Office of Rep. McCormick (GA-07)	Chief of Staff
Gregory	Smith	Office of Rep. Crane (AZ-02)	Chief of Staff
Heather	Smith	Office of Rep. Timmons (SC-04)	Chief of Staff
William	Smith	Office of Rep. Langworthy (NY-23)	Chief of Staff
AJ	Sugarman	Office of Speaker Johnson	Deputy Policy Director
Timothy	Svoboda	Office of Rep. Grothman (WI-06)	Chief of Staff
Sophie	Trainor Khanahmadi	Committee on Energy & Commerce	Deputy Staff Director
Charlie	Truxal	Office of Rep. Cammack (FL-03)	Chief of Staff
Alex	Vargo	Office of Rep. McDowell (NC-06)	Chief of Staff
Luis	Vega	Office of Rep. Sessions (TX-17)	Chief of Staff
Ted	Verrill	Office of Rep. Letlow (LA-05)	Chief of Staff
Katie	Vincentz	Office of Rep. Arrington (TX-19)	Chief of Staff
William	Wadsworth	Office of Rep. Miller (IL-15)	Chief of Staff
Robert	Wagener	Office of Rep. Fitzgerald (WI-05)	Chief of Staff
Rachel	Wagley	Office of Rep. Moore (UT-01)	Chief of Staff
Nikki	Wallace	Office of Rep. Simpson (ID-02)	Chief of Staff
Ruth	Ward	Office of Rep. Johnson (LA-04)	Chief of Staff
Bryan	Wheat	Office of Rep. Maloy (UT-02)	Chief of Staff
Heath	Wheat	Office of Rep. Allen (GA-12)	Chief of Staff
Grace	White	Office of Rep. Steil (WI-01)	Chief of Staff
Jeanette	Whitener	Office of Rep. Weber (TX-14)	Chief of Staff
Yvette	Wissmann	Office of Majority Leader Scalise	Deputy Floor Director

Noah	Yantis	Office of Rep. Newhouse (WA-04)	Chief of Staff
Dominique	Yelinski	Office of Majority Leader Scalise	Deputy Policy Director
Lauren	Ziegler	Office of Rep. Babin (TX-36)	Chief of Staff
Eric	Zulkosky	Office of Majority Leader Scalise	Floor Director

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: William Smith

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

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

Signature: _____

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Nick Langworthy (NY-23)

Office Address: 422 Cannon House Office Building Washington, DC 20515

Telephone Number: 202-225-3161

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

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

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

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

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

last updated 7/2023

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: William Smith

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: Virginia Beach Vir

4. a. Date of Departure: September 22, 2025 Date of Return: September 24, 2025
   b. Yes ☐ No ☑ Will you be extending the trip at your personal expense?
   If yes, list dates at personal expense:

5. a. Yes ☐ No ☑ Will you be accompanied by a family member at the sponsor's expense? **If yes:**
   (1) Name of Accompanying Family Member:
   (2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify):
   (3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age?

6. a. Yes ☐ No ☑ Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
   b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:

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.**
   Attending the 2025 Chiefs of Staff Conference will, as a new Chief of Staff, provide me with opportunities for professional development and education on how to improve and excel at the role.

9. **Yes ☐ No ☑ Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**

10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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

Signature of Employing Member: [signature] **Date:** 8/25/25

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:
   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: September 22, 2025 Date of Return: September 24, 2025
7. a. City of departure: Washington, DC
   b. Destination(s): Virginia Beach, VA
   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- $50, Day 2 - $88, Day 3 - $26
      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: Marriott Virginia Beach Oceanfront City: Virginia Beach, VA Cost Per Night: $124 +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:**

☐ Actual Amounts ■ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$122	$363	$184
For each Accompanying Family Member	$122	n/a	$184

	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	$782	Room Rental
For each Accompanying Family Member	$782	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: 8/8/25

Name: Dan Meyer Title: Interim CEO & President

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 role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors in House Majority committee offices, select leadership staff, and any House staff who will present at the conference.

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. Chiefs of Staffs 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 Chiefs of Staff, senior leadership and committee 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 security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be $782 as disclosed on the sponsor form.

YOU'RE INVITED

2025 Chiefs of Staff Conference

Monday, September 22 to Wednesday, September 24, 2025

Marriott Virginia Beach Oceanfront

REGISTER NOW

If you are unable to attend, please use the following link to decline the invitation

DOWNLOAD ETHICS FORMS

Ethics Forms are due August 25, 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

2025 CHIEFS OF STAFF CONFERENCE

DRAFT AGENDA

DAY 1 Hotel Check-in is at 4:00 pm.

MONDAY
September 22, 2025

9:30 am	**BUSES DEPART CAPITOL HILL** *Boxed meal will be provided*
1:30 pm	**BUSES ARRIVE AT THE MARRIOTT** 4201 Atlantic Avenue, Virginia Beach, VA 23451
1:00 pm - 6:30 pm	**CONFERENCE REGISTRATION**
1:00 pm- 3:00 pm	***WORK THE ROOM!*** A pre-conference kick-off gathering, where Chiefs share successes and seek advice from fellow Chiefs ~ **with food and refreshments.**
3:00 pm- 4:00 pm	**KICKOFF & WELCOME**
4:00 pm- 5:00 pm	**REFLECTIONS ON HILL SERVICE** How serving as Chief can be the best J-O-B you'll ever have!
5:00 pm - 6:30 pm	**BREAK** For Your Official Responsibilities
6:30 pm - 9:00 pm	**A COASTAL DINNER WITH FAMILY & FRIENDS**

DAY 2

TUESDAY
September 23, 2025

7:30 am - 9:00 am	**BREAKFAST ON THE BOARDWALK**
8:00 am - 6:30 pm	**CONGRESSIONAL INSTITUTE HELP DESK**

9:00 am - 10:00 am	**IN THE ADMIN NOW** Former House Chiefs breakdown the differences between Chief'ing in the House and the Admin
10:00 am- 11:00 am	**FROM CONFLICT TO PARTNERSHIP: THE BOSS, YOUR STAFF & LEADERSHIP** Executive level coaching on how to "manage" the Hill
11:00 am- 11:15 am	**BREAK**
11:15 am - 12:00 pm	**BRIDGING THE PERSONAL OFFICE GAP WITH COMMITTEE AND LEADERSHIP** Personal Office Chiefs of Chairmen and Leadership Share and Listen to you
12:00 pm - 1:15 pm	**LUNCH WITH KEYNOTE SPEAKER**
1:15 pm - 1:30 pm	**BREAK**
1:30 pm - 4:30 pm	**BREAKOUT SESSIONS** *Whether you're seasoned or newer in your role, it's your opportunity to ask questions and see advice from Top Talent!*
4:30 pm - 6:30 pm	**BREAK** For Your Official Responsibilities
6:30 pm - 9:00 pm	**DINNER ON THE LAWN**

DAY 3

Hotel checkout is at 11:00 am.

WEDNESDAY
September 24, 2025

7:30 am - 9:00 am	**BREAKFAST ON THE BOARDWALK**
8:00 am - 11:30 am	**CONGRESSIONAL INSTITUTE HELP DESK**
9:00 am - 10:00 am	**COACHING THE GENERATIONS - THROUGH MY BURNOUT... AND THEIR ENTITLEMENT** *Understanding generations as colleagues and as managers*
10:00 am - 11:00 am	**CHIEFS TURNED CEOS** An inspirational message and advice from Chiefs turned CEOs
11:00 am	**HOTEL CHECK-OUT**
11:00 am	**CONFERENCE CONCLUDES**

11:15 am	**BUSES DEPART THE HOTEL** Boxed lunches will be available
3:15 pm	**BUSES ARRIVE AT CAPITOL HILL**

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

September 19, 2025

Mr. William Smith
Office of the Honorable Nicholas A. Langworthy
422 Cannon House Office Building
Washington, DC 20515

Dear Mr. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Virginia Beach, Virginia, scheduled for September 22 to 24, 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:tn