

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: Shana Teehan
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: May 25, 2026 Return: May 30, 2026
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Zurich, Bern, Luassane, Geneva - Switzerland Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Global Women's Innovation Netowrk "GlobalWIN"
6. Describe Meetings and Events Attended: We met with government officials and industry leaders in tech, heath, education, entertainment, energy, and economics, all of which helped inform me in my job as Chief of Staff.
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: June 5, 2026

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: Julie Fedorchak Date: June 5, 2026

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.

- Sponsor(s) who paid or provided in-kind support for the trip: Global Women's Innovation Network "GlobalWIN"
- Travel Destination(s): Zurich, Basel, Lausanne & Geneva, Switzerland
- Date of Departure: Monday, May 25, 2026 Date of Return: Saturday, May 30, 2026
- Name(s) of Traveler(s): Nancy Peele, Mary Ellen Richardson, Anne Sokolov, Shana Teehan, Rebecca Walldorff
*Note: You may list more than one traveler on a form only if **all** information is **identical** for each person listed.*
- 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	\$2,311.94	\$1,619.96	\$788.60	
Accompanying Family Member				

- 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: June 5, 2026

Name: Helen Milby Title: President & Co-Founder

Organization: Global Women's Innovation Network "GlobalWIN"

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

Address: 600 Pennsylvania Avenue, SE | Suite 410 | Washington, DC 20003

Telephone: 301-518-6336 Email: andrea@mietusevents.com

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

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

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

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: Shana Teehan

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): Julie Fedorchak

Office Address: 1607 LHOB, Washington, DC

Telephone Number: 202-225-2611

Email Address of Contact Person: shana@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: Shana Teehan
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Global Women's Innovation Network "GlobalWIN"
3. City and State **OR** Foreign Country of Travel: Zurich, Bern Luassane, Geneva - Switzerland
4. a. Date of Departure: Monday, May 25, 2026 Date of Return: Saturday, May 30, 2026
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 a Chief of Staff for a Member on E&C, we are very focused on tech and health policy. This trip will provide more insight into those policies, strategic management, and an opportunity to build relationships with fellow Chiefs of Staff, which will help me guide my Member in moving her priorities forward.

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: _____

Julie Fedoruck

Date: _____

4/23/24

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:

Global Women's Innovation Network "GlobalWIN"

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

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

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

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

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

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

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

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

6. Date of Departure: Monday, May 25, 2026 Date of Return: Saturday, May 30, 2026

7. a. City of departure: Washington Dulles International Airport (IAD)

b. Destination(s): Zurich, Bern Luassane, Geneva-Switzerland

c. City of return: Washington Dulles International Airport (IAD)

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

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

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

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

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

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

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

13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
 - b. Class of travel: Coach Business First Charter Other (specify: _____)
 - 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): We are visiting several cities and the approximate cost per day is as follows Zurich \$246.00, Bern \$199.00 and Geneva \$214.00
 - 2) Provide the reason for selecting the location of the event or trip: Zurich, Bern, and Geneva, give GlobalWIN the opportunity to share with a staff delegation the US-Swiss bilateral relations and highlight European security, digital policymaking, AI, cybersecurity and sustainability.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hotel St. Gotthard Zurich City: Zurich Cost Per Night: 450.00
 Reason(s) for Selecting: Access to trains and walking distance from meetings upon arrival and the next day in Zurich
- Hotel Name: Hotel Schweizerhof Bern City: Bern Cost Per Night: \$375.00
 Reason(s) for Selecting: Incredibly close for all the government meetings for the morning in Bern before departing for Lausanne & Geneva
- Hotel Name: Hotel Intercontinental Geneva City: Geneva Cost Per Night: \$350.00
 Reason(s) for Selecting: located in close proximity to meetings on Friday with access to trains for transportation.

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	\$2,750.00 Uber to and from IAD/Air Travel/Trains and any ground transportation	1,525.00	\$1,210.50
For each Accompanying Family Member			


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

19. **Check only one:**

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

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

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

Signature:  Date: April 5, 2026
 Name: Helen Milby Title: Co-Founder & President
 Organization: Global Women's Innovation Network "GlobalWIN"
 Address: 600 Pennsylvania Avenue, SE | Suite 410 | Washington, DC 20003
 Email: andrea@mietusevents.com Telephone: 301-518-6336

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

#4

This bipartisan initiative will convene a select group of U.S. House of Representatives staff engaged in shaping critical policy areas, including artificial intelligence, advanced manufacturing, healthcare, female leadership, technology innovation, and the U.S.–Switzerland bilateral relationship. These staff members were chosen for their expertise, and active roles in legislative efforts that align with their portfolios. The goal is to foster deeper transatlantic collaboration, share best practices, and explore opportunities for partnership between the United States and Switzerland in areas of shared interest and mutual benefit. Switzerland plays a surprisingly important role for the United States in several key areas—diplomacy, finance, security, and global cooperation.

FIRST	LAST	TITLE	OFFICE/COMMITTEE
Emily	Berrett	Senior Advisor	Office of House Minority Leader Hakeem Jeffries
Hillary	Beard	Chief of Staff	Office of Rep. Terri Sewell (AL-07)
Megan	Bel Miller	Chief of Staff	Office of Rep. Steve Scalise (LA-01)
Louise	Bentsen	Chief of Staff	Congressman Vicente Gonzalez (TX-34)
Savannah	Bolender	Legislative Director	Office of Rep. Michelle Fischbach (MN-07)
Rachael	Bornstein	Chief of Staff	Office of Rep. Suzanne Bonamici (OR-01)
Caroline	Cash	Chief of Staff	Office of Rep. James Comer (KY-01)
Michelle	Dorothy	Chief of Staff	Office of Rep. Chrissy Houlahan (PA-06)
Betsy	Dudley	Deputy Chief of Staff/Legislative Director	Rep. Marilyn Strickland (WA-10)
Jaryn	Emhof	Chief of Staff	Office of Rep. Daniel Webster (FL-11)
Laura	Engquist	Chief of Staff	Office of Rep. Troy Balderson (OH-12)
Tiffany	Guarascio	Staff Director	Office of House Committee on Energy and Commerce (Minority Staff)
Maeve	Healy	Chief of Staff	Office of Rep. Grace Meng (NY-06)
Holly	Hendrix	Legislative Director	Office of Rep. Steve Scalise (LA-01)
Tasia	Jackson	Chief of Staff	Office of Rep. Hakeem Jeffries (NY)

Megan	Jackson	Staff Director	House Committee on Energy and Commerce
Ashley	Jones	Chief of Staff	Office of Rep. Debbie Wasserman Schultz (FL-23)
Nancy	Juarez	Chief of Staff	Office of Rep. Ami Bera (CA-06)
Monika	Konrad	Legislative Director	Office of Rep. Chuck Edwards (NC-11)
Lisa	Mortier	Senior Advisor	Office of House Committee on Oversight and Accountability/ Office of Rep. James Comer (KY-01)
Lizzy	O'Hara	Chief of Staff	Office of Rep. Richard E. Neal (MA-01)
Hillary	Parkinson	Chief of Staff	Office of Rep. Keith Self (TX-03)
Nancy	Peele	Chief of Staff	Office of Rep. Bruce Westerman (AR-04)
Jessica	Proud	Chief of Staff	Office of Rep. Nick Langworthy (NY-23)
Mary Ellen	Richardson	Chief of Staff	Office of Rep. Darin LaHood (IL-16)
Xenia	Ruiz	Deputy Chief of Staff	Office of Democratic Whip Katherine Clark (MA-05)
Brooke	Scannell	Chief of Staff	Office of Democratic Whip Katherine Clark (MA-05)
Kate	Schisler	Legislative Director	Rep. Don Beyer (VA-08)
Katherine	Sears	Chief of Staff	Office of Rep. Vince Fong (CA-20)
Amy	Soenksen	Chief of Staff	Office of Rep. Morgan McGarvey (KY-03)
Anne	Sokolov	Executive Director	New Democrat Coalition
Jo	Stiles	Chief of Staff	Office of Rep. Joe Morelle (NY-25)
Shana	Teehan	Chief of Staff	Office of Rep. Julie Fedorchak (ND-AL)
Lauren	Toy	Chief of Staff	Office of Rep. Susie Lee (NV-03)
Rebecca	Walldorff	Chief of Staff	Office of Rep. Lucy McBath (GA-06)
Ruth	Ward	Chief of Staff	Office of Speaker Mike Johnson (LA-04)
Kayla	Williams	Chief of Staff	Office of Rep. Gregory W. Meeks (NY-05)



2026 Switzerland House Staff Delegation Trip Itinerary
Monday, May 25th - Saturday, May 30th
Preliminary Schedule and subject to change

Sunday, May 24, 2026

5:40 pm Tiffany Guarascio & Ashley Jones depart Washington Dulles Airport United Airlines Flight #52

Monday, May 25, 2026

8:05 AM Tiffany Guarascio & Ashley Jones *arrive at Zurich Airport (ZRH)*

3:00 PM Meet at Washington Dulles International Airport (IAD)

5:40 PM Depart Washington Dulles International Airport (IAD)
United Airlines Flight #52

Tuesday, May 26, 2026 [Zurich]

8:05 AM *Arrive at Zurich Airport (ZRH)*

8:30 AM *Depart Zurich Airport (ZRH)*

9:00 AM *Delegation takes train from Zurich Airport to Hotel Gotthard*

9:15 AM *Train runs every 10 minutes to Zurich Main Station which is a short 1-2 minute walk from the hotel*

9:15 AM **Congressional Staff Delegation Check In & Executive Time**

11:45 AM

12:00 PM **Opening Lunch: Briefing & Swiss Embassy Orientation**

1:30 PM **Location:** *Hotel St. Gotthard, Bahnhofstrasse 87, CH- 8021 Zürich / Switzerland*

Overview: GlobalWIN President and Co-Founder Helen Milby will meet with the delegation for a briefing on the trip's objectives, followed by an introduction from one of Swiss Embassy representatives on Switzerland's political and economic landscape. This session frames the delegation's focus on identifying and elevating women's leadership across Switzerland's innovation sectors and government institutions.

Featured Speaker: *Olivia Gachoud, Head of Science and Technology Office, Embassy of Switzerland to the United States*

1:35 PM [10-minute walk from Hotel St. Gotthard, Bahnhofstrasse 87, CH- 8021 to Disney Research
1:45 PM Studios, Stampfenbachstrasse 48, 8006 Zürich]

2:00 PM **Robotics & Innovation at Disney Research Studios**

3:30 PM **Location:** Disney Research Studios, Stampfenbachstrasse 48, 8006 Zürich

Overview: Participants will tour Disney Research Studios in the Greater Zurich Area, where teams are advancing robotics, human-computer interaction, and immersive technologies. Conversations with research leaders will highlight career pathways and mentorship opportunities for women in advanced technology fields.

Featured Speakers: Markus Gross, Chief Scientist & Lab Director, Disney Research|Studios, Bob Sumner, Director Research & Development & Associate Lab Director, Disney Research|Studios, Moritz Bächer, Lab Director, Robotics, Disney Research Imagineering

3:35 PM [Travel Time 15 minutes]

3:50 PM 2 minute walk to Stampfenbachplatz

Take: Tram 11 or Tram 14

Ride to: Paradeplatz

Walk ~3–5 minutes to Google office

4:00 PM **Google Switzerland Innovation Hub**

5:30 PM **Location:** Google, Zurich, Brandschenkestrasse 110, 8002 Zürich, Switzerland

Overview: The delegation will explore Google's operations and engage with leaders on the company's work in AI, cloud computing, and digital innovation. Staff will discuss diversity, inclusion, and workforce development in technology roles across European markets.

Featured Speakers: Christine Antlanger-Winter, Country Director for Google Switzerland
Annalisa Pawlosky, AI Research Scientist, Ana-Maria Martini, Engineer, Google Cloud

5:30 PM 30-minute walk

6:00 PM

6:00 PM **Switzerland Global Enterprise Women Leadership Dinner**

8:00 PM **Location:** Le Dezaley: Römergasse 9, 8001 Zürich, Switzerland

Overview: This dinner celebrates and advances female leadership in Swiss businesses, featuring conversations with prominent women executives on expanding women's representation in senior roles and boards. It will offer the congressional staff delegation an opportunity to build relationships with Switzerland's most influential women in commerce and industry.

Speaker: Liv Minder, Chief Investment Promotion Officer AI, Switzerland Global Enterprise

RON: *Hotel St. Gotthard, Bahnhofstrasse 87, CH- 8021 Zürich / Switzerland*

6:45 AM Breakfast is available

7:15 AM

7:15 AM *[Travel time 1.5 hours - 2 hours] depart Hotel for Zürich Hauptbahnhof (Zürich HB) to Basel*
8:45 AM *(SBB) Board any SBB train - change at Basel Take Tram Line 1 From Basel SBB to Forum 1
Novartis Campus: Take tram line 1 (direction "Basel, Novartis Campus") from Basel, Bahnhof SBB stop (right
outside the station). It stops directly at "Basel, Novartis Campus" (5-10 minutes ride)*

9:00 AM **Visit to Novartis Global HQ**

11:30 AM **Location:** *Forum 1 Novartis Campus, 4056 Basel, Switzerland*

Overview: The delegation will visit Novartis Global Headquarters, where cutting-edge technology, scientific innovation, and academic collaboration advance global health. Conversations will explore gender equity, talent development, and Switzerland's position as a center for pharmaceutical innovation.

12:00 PM **Lunch with Madrigal Executives**

1:30 PM **Location:** *Taverne Johann St. Johannis-Ring 34, 4056 Basel*

Overview: This lunch meeting brings GlobalWIN participants together with senior leaders from Madrigal to discuss technology, finance, and strategic innovation. The conversation will explore leadership development and pathways for women to advance. During the meeting, they will share the company's beginnings in 2011, when Madrigal was women led at the top. They will discuss how that early leadership helped shape the company's mission, culture, and commitment to innovation in developing treatments for serious diseases.

Featured Speaker: *Tanya Liu, Executive Director, Global Market Access, Madrigal Pharmaceuticals*

2:00 PM *[Travel time to Bern 56-58 minutes and trains run every 30 minutes]*

3:00 PM *Train station is closest you can get to a hotel 1-2 minutes' walk]*

3:30 PM **Arrival to hotel-check-in and Executive Time**

5:00 PM

5:15 PM **Staff Delegation meets in lobby for departure to the U.S. Embassy**

5:30 PM *[Travel time 8–10-minute walk- alternatively can take the tram or bus from Bern Station (right*

5:45 PM *next to the hotel) travel time 3-5 minutes plus a short walk*

6:00 PM **Dinner with U.S. Embassy — Women Leaders Delegation**

8:00 PM **Location:** *Sulgeneckstrasse 19, 3007 Bern, Switzerland*

Overview: The U.S. Embassy will host an official dinner facilitating dialogue between congressional staff, diplomatic officials, Swiss government representatives, and prominent women leaders. The evening strengthens bilateral relationships on women's economic participation, innovation policy, and gender equity initiatives.

Featured Speaker: *Ambassador Callista L. Gingrich*

RON: **Hotel Schweizerhof Bern, Switzerland**

6:30 AM Breakfast is available - Jack's Brasserie

8:00 AM

8:05 AM *[Travel time- walk 5 minutes]*

8:10 AM

8:15 AM Arrive for security and check in

8:30 AM **Meeting with the State Secretariat for Education, Research, and Innovation**

9:30 AM **(SERI) & Inno Suisse**

Location: *Bundesgasse 3, CH-3003 Bern*

Overview: The delegation will meet with Switzerland's State Secretariat for Education, Research, and Innovation to understand the country's strategy for fostering innovation and positioning itself as a global leader in R&D. Participants will learn about funding mechanisms, support for women entrepreneurs, and initiatives strengthening ties between academia and industry.

Speaker: Martina Hirayama, State Secretary for Education, Research and Innovation (SERI) in Switzerland

9:45 AM **Meeting with the State Secretariat for Economic Affairs (SECO)**

10:30 AM **Location:** *Bundesgasse 3, CH-3003 Bern*

Overview: Congressional staff will engage with Switzerland's State Secretariat for Economic Affairs on economic policies, international trade relations, and workforce development priorities. The discussion will include strategies for supporting women's economic participation and the transition to sustainable economic growth.

Speaker: *Helene Budliger Artieda, State Secretary for Economic Affairs in Switzerland*

10:35 AM *[Travel time 3 minutes walk]*

10:45 AM **Parliament Tour**

12:00 PM **Location:** *Bundesplatz 3, 3011 Bern, Switzerland*

Overview: The delegation will receive a guided tour of the Swiss Federal Assembly, learning about Switzerland's unique political structure and decision-making processes. Participants will gain comparative context on legislative structures and women's participation in governance.

Women are active and increasingly influential in Swiss politics, especially in the National Council. Switzerland is moving toward greater gender equality in its Parliament, but historical delays mean there's still progress to be made in fully balancing representation in all levels of government. As of recent data, women make up roughly 40–45% of the National Council (lower house) and about 30% of the Council of States (upper house). Several women hold key leadership positions, including committee chairs and party leadership roles.

12:10 PM **Box lunch for train ride available outside the Bern train station for pick up**

12:20 PM

12:34 PM *[Travel time 1 hour and 9 minutes] Bern Hauptbahnhof — the main railway short walk from the*
1:43 PM *Swiss Parliament area in Bern*

Arrival: *Lausanne railway station, located centrally in the city of Lausanne*

2:00 PM *[Bus]*

2:15 PM

- 2:15 PM **Guided Tour of the Olympic Museum**
 3:15 PM **Location:** *Quai d'Ouchy 1, 1006 Lausanne, Switzerland*
Overview: This site visit to the International Olympic Committee is a unique chance to see exactly how Switzerland stays at the top of the global stage through a mix of innovation and high-level diplomacy. Instead of just a history lesson, the tour serves as a masterclass in how a world-class organization uses new technology and smart partnerships to stay relevant across 200+ countries. The big takeaways for the team will be seeing "the Swiss Model" in action—specifically how to balance a legacy brand with cutting-edge progress—while picking up fresh ideas on global collaboration and social equity that we can bring back to our own projects.
Speaker: *Panos Tzivanidis, IOC Corporate Events and Services Director*
- 3:30 PM [Bus]
- 4:00 PM **PMI Visit in Lausanne**
 5:30 PM **Location:** *50 Avenue de Rhodanie, 1007 Lausanne, Switzerland*
Overview: The delegation will visit Philip Morris International headquarters to learn about the company's innovation strategy and commitment to transforming its business model. The conversation will explore transparency, regulatory engagement, and career opportunities for women in corporate innovation.
Speaker: *Dr. Moira Gilchrist, PhD in Pharmaceutical Sciences, BSc in Pharmacy, Chief Communications Officer, PMI*
- 5:40 PM *Travel by bus to vineyard*
- 6:00 PM **Dinner at Women owned Winery joined by EPFL**
 8:00 PM **Location:** *Domaine Wannaz (Chemin de Bahyse 12, 1091 Chenaux / Cully).*
Overview: GlobalWIN will host a dinner at a women-owned Swiss winery, bringing together the delegation with faculty and researchers from EPFL, one of Switzerland's premier institutes of technology. The evening will feature conversations on machine learning applications for high-impact projects and women's leadership in the sciences
Speaker: *Stéphanie Lacour, Vice-president for Support to Strategic Initiatives, Vice Presidency VPS - Administration at EPFL.*
- 8:30 PM *Bus to Hotel InterContinental Geneva*
 9:15 PM
- RON: **Intercontinental Geneva, 7-9 Chemin du Petit Saconnex 1209 Geneva Switzerland**

Friday, May 29, 2026 [Geneva]

- 7:00 AM **Breakfast Available**
- 8:30 AM **Meet in the lobby for departure to WIPO**
- 8:40 AM *[Travel time 5 minute walk]*
 8:50 AM

9:00 AM **WIPO Meeting on Intellectual Property**
10:30 AM **Location:** Chem. des Colombettes 34, 1202 Genève, Switzerland
Overview: The delegation will meet with the World Intellectual Property Organization to discuss global IP frameworks and policies that support innovators across borders. The conversation will focus on how IP systems support women entrepreneurs and the role of international cooperation in fostering equitable innovation.

10:35 AM [travel time 30 minutes] walk 5 minutes to Appia Tram, Take Tram 14 towards Bachel-de-pesay,
11:00 AM Stop at Francious-Dussard (20-minute ride) 2 minute walk to Rolex

11:00 AM **World Economic Forum -Lunch**
12:30 PM **Location:** *Rue François-Dussaud 3-5-7, 1211 Geneva, Switzerland*
The World Economic Forum provides a neutral, impartial platform for discussing national interests. The agenda will focus on non-partisan priorities like cybersecurity, supply chain resilience, and workforce development, which are critical to both parties.
Speaker: *Saadia Zahidi, Managing Director, World Economic Forum*

12:30 PM *[30 minute drive]*
1:30 PM

1:45 AM **Rolex Master Watchmakers Visit**
3:45 PM **Location:** *Rue François-Dussaud 3-5-7, 1211 Geneva, Switzerland*
Overview: Congressional staff will visit Rolex to experience Swiss watchmaking excellence, touring facilities where master craftspeople design, engineer, and assemble world-renowned timepieces. The visit will showcase the company's culture of rigorous training, mentorship, and professional development.

3:45 PM *[Travel time 30 minutes]*
4:15 PM

4:30 PM **Closing Dinner on Agricultural Sustainability**
5:30 PM **Location:** *Chem. de Brive 8, 1283 Dardagny, Switzerland and Rte du Mandement 452, 1283 Dardagny, Switzerland*
Overview: The delegation will conclude with a dinner bringing together GlobalWIN participants with Swiss leaders advancing sustainable agriculture through research, policy, and public-private partnerships. The evening will reflect on the broader themes of innovation, leadership, and international cooperation.

6:00 PM **Closing Dinner**
7:45 PM **Location:** *Rte du Mandement 504, 1283 Dardagny, Switzerland*

RON: Intercontinental Geneva, 7-9 Chemin du Petit Saconnex 1209 Geneva Switzerland

Switzerland Programming End

Saturday, May 30, 2026

- 7:30 AM *Depart Intercontinental Geneva*
- 8:00 AM *Arrive at Geneva Airport (GVS)*
- 11:00 AM *Depart Geneva Airport (GVS)*
United Airlines Flight #749
- 2:15 PM *Arrive at Washington Dulles International Airport (IAD)*

Sunday, May 31, 2026

- 9:20 AM *Xenia Ruiz departs United Flight #957 departing Geneva International Airport (GVA)*
- 12:15 PM EDT *Arrives Newark International Airport (EWR)*
- 2:15 PM EDT *United Airlines Flight # 1992 departs Newark International Airport (EWR)*
- 3:08 pm *Arrives Washington Dulles International Airport (IAD)*

Question 12 – GlobalWIN – Staff Delegation Trip to Switzerland

GlobalWIN will engage all three of its core programming pillars through a dynamic and impactful delegation trip hosted in Switzerland, with visits to Zurich, Bern, and Geneva. This bipartisan initiative will convene a select group of House staff working on critical policy areas, including artificial intelligence, advanced manufacturing, national defense, healthcare, female leadership, and technology innovation.

In collaboration with GlobalWIN's network of partners and allies, the program will feature a robust agenda of corporate site visits, meetings with senior women leaders in the Swiss government and the U.S. Embassy, as well as engagements with international organizations and cultural programming that highlight Switzerland's role as a global center for diplomacy, finance, and innovation.

Participants in GlobalWIN's House Staff Delegation will engage directly with cutting-edge companies, influential female leaders across industry and government, and senior executives. These interactions will provide a platform to explore key policy challenges, exchange best practices, and foster meaningful bipartisan dialogue. The trip will promote cooperation, mutual understanding, and lasting professional relationships across party lines.

GlobalWIN will fully organize and fund all components of the trip, including travel arrangements, official meetings, speakers, and panel discussions scheduled throughout the official programming hours.



2026 Switzerland House Staff Delegation Trip Itinerary Monday, May 25th - Saturday, May 30th

Monday, May 25, 2026

- 4:00 PM Meet at Washington Dulles International Airport (IAD) at the gate and check in with Laila Fahmy and Greer Vermilye
- 5:40 PM Depart Washington Dulles International Airport (IAD)
United Airlines Flight #52

Tuesday, May 26, 2026 [Zurich]

- 8:05 AM *Arrive at Zurich Airport (ZRH)*
- 9:00 AM *Depart Zurich Airport (ZRH)*
- 9:00 AM *[16 minute tram]*
- 9:16 AM
- 9:16 AM** **Hotel Check-In and Executive Time**
- 12:00 PM**
- 12:00 PM** **Opening Lunch & Swiss Embassy Orientation**
- 1:30 PM** **Location:** *Hotel St. Gotthard (Linth Escher Hall)*
Featured Speaker: Olivia Gachoud, Head of Science and Technology Office, Embassy of Switzerland to the United States
- 1:35 PM *[11 minute walk]*
- 1:46 PM
- 2:00 PM** **Disney Research Robotics & Innovation Lab**
- 3:30 PM** **Location:** *Disney Research Studios, Ground-floor cinema, Stampfenbachstrasse 48, 8006 Zürich*
Overview: The delegation will join Chief Scientist Markus Gross and the Disney research team for a session beginning with Reinventing Film Production with AI, progressing through AI Characters and Robotic Characters: From Screen to Reality via Physical AI, and concluding with Q&A. Led by pioneering technologists in visual computing and robotics, this discussion showcases breakthrough research transforming the future of filmmaking.
Featured Speakers:
Markus Gross, Chief Scientist & Lab Director, DisneyResearch|Studios
Bob Sumner, Director Research & Development & Associate Lab Director, DisneyResearch|Studios
Ruben Grandia, Research Scientist, DisneyResearch|Studios

3:35 PM [16 minute walk]
3:56 PM

4:00 PM Google Switzerland Innovation Hub

5:30 PM Location: *Europaallee 8, 8004 Zürich, Switzerland*

Overview: The delegation will visit Google's Accessibility Discovery Center for an in-depth introduction to the facility, including a fireside chat with Annie Chen and guided tour highlighting Google's approach to accessibility innovation. The afternoon session will feature interactive Q&A and a wrap-up discussion, allowing attendees to deepen their understanding of Google's accessibility work and culture.

Featured Speakers: Annie Chen, Engineering Director & Google Cloud Site PA Representative, Google

Anna Takihara, Community Engagement Manager, Google

Zach Horan, Zurich Site Program Manager

5:30 PM [21 minute walk]
5:51 PM

6:00 PM Switzerland Global Enterprise Women's Leadership Dinner

8:00 PM Location: *Le Dezailey: Römergasse 9, 8001 Zürich, Switzerland*

Featured Speaker: Liv Minder, Chief Investment Promotion Officer AI, Switzerland Global Enterprise

8:00 PM [15 minute walk]
8:15 PM

RON: *Hotel St. Gotthard, Bahnhofstrasse 87, CH- 8021 Zürich / Switzerland*

Wednesday, May 27, 2026 [Basel/ Bern]

6:45 AM Luggage Collection and Grab and Go Breakfast

Location: *Lobby*

6:50 AM *Depart for Train Station*

7:08 AM *[Train (2256 Direction Basel SBB) Departs Zurich HB on Platform 16]*

8:18 AM *[Train Arrives in Basel SBB on Platform 9]*

8:34 AM *[15 minute tram (Tram Basel Badischer Bahnhof to Basel Novartis Campus)]*

8:47 AM

9:00 AM Novartis Leadership in Life Sciences Visit & Breakfast

11:15 AM Location: *Lichtstrasse 35, 4056 Basel, Switzerland*

Overview: The delegation will learn about Novartis's mission to reimagine medicine and improve people's lives globally, with a focus on the company's recent \$23 billion commitment to expand its US research and manufacturing footprint over five years. Through discussion of seven new and three expanded facilities currently under construction, attendees will understand how Novartis is strengthening supply resilience and ensuring dependable delivery of medicines to US patients.

Featured Speakers:

Vas Narasimhan, Chief Executive Officer, Novartis

Marcel Braun, Director, Novartis Pavillon

Shreeram Aradhye, President, Development, and Chief Medical Officer

Korab Zuka, Global Head of Social Impact and Chief Sustainability Officer
Samantha Children, Head of Gender Inclusion

11:15 AM [15 minute walk]

11:30 AM

11:30 AM **Executive Lunch with Madrigal Leadership**

1:30 PM **Location:** *Tavern Johann: St. Johannis-Ring 34, 4056 Basel, Switzerland*

Overview: The delegation will join Tanya Liu, Executive Director of Global Market Access at Madrigal, for an off-the-record lunch conversation about innovation and strategy in the pharmaceutical industry. This discussion will offer attendees direct insight into market dynamics and leadership perspectives from a key executive shaping the company's global presence.

Featured Speaker: Tanya Liu, Executive Director, Global Market Access, Madrigal Pharmaceuticals

1:30 PM [13 minute tram [St. Johannis-Tor, Tram 15 to Bruderholz]]

1:45 PM

2:30 PM [Train (625 Direction Domodossola (I)) Departs Basel SBB on Platform 7-IC 6]

3:26 PM [Train Arrives in Bern on Platform 7]

3:30 PM [6 minute walk]

3:36 PM

3:36 PM **Hotel Check-In and Executive Time**

5:30 PM

5:30 PM [10 minute walk]

5:40 PM

6:00 PM **U.S. Embassy and Swiss Leaders Reception**

7:45 PM **Location:** *Sulgeneckstrasse 19, 3007 Bern, Switzerland*

Overview: The delegation will be hosted by Ambassador Gingrich for a special reception with Swiss female leaders, reciprocating the fall visit these women made to the US as the first all-women delegation of their kind. This exchange underscores GlobalWIN's commitment to fostering sustained international relationships and amplifying women's leadership across borders.

Featured Speaker: U.S. Ambassador Callista L. Gingrich

RON: *Hotel Schweizerhof Bern, Switzerland*

Thursday, May 28, 2026 [Bern/Lausanne]

6:30 AM **Breakfast Available**

8:00 AM **Location:** *Jack's Brasserie*

7:45 AM **Luggage Collection**

Location: *Lobby*

8:00 AM *Depart Hotel*

8:05 AM [5 minute walk]

8:10 AM

8:15 AM **Arrive for Security**

8:30 AM **Swiss Government Meeting with the State Secretariat for Education,**

9:30 AM **Research, and Innovation (SERI) & Innosuisse**

Location: *Bundesgasse 3, CH-3003 Bern*

Featured Speakers:

Dr. Christian Busch, Deputy Head, Innovation Unit, State Secretariat for Education, Research and Innovation

Dr. Prabitha Urwyler, Program Manager for Bilateral Cooperation, Innosuisse, the Swiss Innovation Agency

9:45 AM **Swiss Government Meeting with the State Secretariat for Economic Affairs**

10:30 AM **(SECO)**

Location: *Bundesgasse 3, CH-3003 Bern*

Featured Speaker: Andrea Rauber Saxer, Head of the Bilateral Economic Relations Divisions, Federal Council Delegate for Trade Agreements, State Secretariat for Economic Affairs SECO

10:45 AM **Executive Time**

12:30 PM **NOTE:** Bag lunch will be provided prior to boarding the train.

12:34 PM [Train (716 Direction Genève-Aéroport) Departs Bern on Platform 6]

1:43 PM [Train Arrives in Lausanne on Platform 4]

2:00 PM [6 minute drive]

2:10 PM

2:15 PM **Olympic Museum Guided Tour Experience**

3:30 PM **Location:** *Quai d'Ouchy 1, 1006 Lausanne, Switzerland*

Overview: The delegation will enjoy a guided tour of the International Olympic Committee's museum, exploring the intersection of sport, culture, innovation, and global cooperation. The visit offers reflection on themes of excellence, equity, and international collaboration.

Featured Speaker: Panos Tzivanidis, IOC Corporate Events and Services Director,

3:35 PM [10 minute drive]

3:45 PM

4:00 PM **PMI Visit & Reception**

5:30 PM **Location:** *50 Avenue de Rhodanie, 1007 Lausanne, Switzerland*

Overview: The delegation will meet with senior leaders from Philip Morris International spanning communications, global scientific engagement, and external scientific affairs. This conversation will provide insight into the company's scientific strategy, global engagement initiatives, and approach to innovation in the industry.

Featured Speakers: Dr. Moira Gilchrist, PhD in Pharmaceutical Sciences, BSc in Pharmacy, Chief Communications Officer, Philip Morris International

Gizelle Baker, Vice President, Global Scientific Engagement, Philip Morris International

Nevena Crljenko, Vice President of External Scientific Affairs, Philip Morris International

5:35 PM [25 minute drive]

5:50 PM

6:00 PM **Dinner at Domaine Wannaz Winery**
8:30 PM **Location:** *Domaine Wannaz (Chemin de Bahyse 12, 1091 Chenaux / Cully)*
Overview: GlobalWIN will host a dinner at a women-owned Swiss winery, bringing together the delegation with faculty and researchers from EPFL, one of Switzerland's premier institutes of technology.
Featured Speaker: Stéphanie Lacour, Vice-president for Support to Strategic Initiatives, Vice Presidency VPS - Administration, EPFL
Silvia Quarteroni, Chief Transformation Officer & Head of Innovation, Swiss Data Science Center

8:30 PM *[1 hour drive]*
9:30 PM

RON: *Intercontinental Geneva, 7-9 Chemin du Petit Saconnex 1209 Geneva Switzerland*

Friday, May 29, 2026 [Geneva]

6:30 AM **Breakfast Available**
9:15 AM **Location:** *Woods Restaurant*

9:00 AM *Depart Hotel*

9:15 AM *[5 minute walk]*
9:20 AM

9:30 AM **Intellectual Property Meeting with WIPO**
10:30 AM **Location:** *34, Chemin des Colombettes, CH-1211 Geneva 20, Switzerland, WIPO AB Building, Room A*
Overview: The delegation will learn about WIPO's comprehensive work across intellectual property, from international copyright frameworks to emerging policy areas like artificial intelligence and frontier technologies. Through discussion of WIPO's research on global innovation trends and its initiatives to close the gender gap in innovation, attendees will gain insight into how IP policy shapes women's participation in the innovation ecosystem.
Featured Speakers:
Lisa Jorgenson, Deputy Director General — Patents and Technology Sector
Carsten Fink, Chief Economist, Department for Economics and Data Analytics — IP and Innovation Ecosystems Sector
Michele Woods, Director, Copyright Law Division — Copyright and Creative Industries Sector
Garrett Levin, Senior IP Law and Policy Officer, IP and Frontier Technologies Division — Infrastructure and Platforms Sector
Todd Reves, Director, Building Respect for IP Division — Global Challenges and Partnerships Sector
Kristine Schlegelmilch, Senior Advisor, Women and IP — Patents and Technology Sector

10:30 AM *[20 minute drive]*
10:50 AM

11:00 AM **World Economic Forum Roundtable & Lunch**
12:30 PM **Location:** *Cologny Office, Eiger Room, Rte de la Capite 91/93, 1223 Cologny*
Overview: The delegation will participate in a World Economic Forum discussion on the current state of global gender parity with emphasis on senior leadership, political empowerment, and technology transformation. This session will examine evolving trends in the data and structural pathways toward achieving parity across sectors.

Featured Speakers: Saadia Zahidi, Managing Director, Member of the Managing Board, World Economic Forum

Kimberley Botwright, Deputy Head of the Centre for Regions, Trade and Geopolitical, World Economic Forum

12:30 PM [30 minute drive]

1:00 PM

1:45 PM Rolex Master Watchmakers Visit

3:45 PM Location: *Rue François-Dussaud 3-5-7, 1211 Geneva, Switzerland*

Overview: The delegation will enjoy rare access to the Rolex Training Center, an exceptional opportunity to experience the famous Swiss-style apprenticeship model in practice. Rather than a production facility tour, this visit showcases Rolex's commitment to rigorous training, mentorship, and professional development—the foundation of their world-renowned excellence in watchmaking. Participants will gain insight into the master-craftspeople training programs and the deliberate cultivation of expertise that defines the Rolex culture.

3:45 PM [30 minute drive]

4:15 PM

4:30 PM Vineyard Tours at Domaine Les Hutins and Domaine Dugerdil

5:30 PM Location: *Chem. de Brive 8, 1283 Dardagny, Switzerland and Rte du Mandement 452, 1283 Dardagny, Switzerland*

Overview: We will split into two groups and hear from two organic female winemakers, Emilienne Hutin & Sophie Dugerdil, and fellow neighbors, who have taken over their respective family businesses.

6:00 PM Closing Dinner

7:30 PM Location: *Chem. de Brive 8, 1283 Dardagny, Switzerland and Rte du Mandement 452, 1283 Dardagny, Switzerland*

7:30 PM [30 minute drive]

8:00 PM

RON: *Intercontinental Geneva, 7-9 Chemin du Petit Saconnex 1209 Geneva Switzerland*

Switzerland Programming Ends

Saturday, May 30, 2026

6:30 AM **Breakfast Available**

8:20 AM **Location:** *Woods Restaurant*

8:20 AM [10 minute drive]

8:30 AM

8:30 AM *Arrive at Geneva Airport (GVS)*

11:00 AM *Depart Geneva Airport (GVS)
United Airlines Flight #749*

2:15 PM *Arrive at Washington Dulles International Airport (IAD)*

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas
Brad Knott, North Carolina

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



ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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<https://ethics.house.gov>

May 20, 2026

Ms. Shana Teehan
Office of the Honorable Julie Fedorchak
1607 Longworth House Office Building
Washington, DC 20515

Dear Ms. Teehan:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Switzerland,¹ scheduled for May 25 to 30, 2026, sponsored by Global Women's Innovation Network (GlobalWIN).

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 \$525 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.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$525] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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

Sincerely,



Michael Guest
Chairman

MG/MD:tn



Mark DeSaulnier
Ranking Member