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: Olivia Kirchberg
2. a. Name of Accompanying Relative: _____ ***OR*** ☐ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: July 27, 2026 Return: July 29, 2026
   b. Dates at Personal Expense, if any: _____ ***OR*** ☐ None
4. Departure City: Washington, DC Destination: Seattle, WA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Womens High Tech Coalition
6. Describe Meetings and Events Attended: The group attended meetings with stakeholders in the technology and AI sectors. We learned about each company, their policy goals, and their policy challenges.
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: Olivia Kirchberg Digitally signed by Olivia Kirchberg Date: 2026.08.11 10:02:49 -04'00' **Date:** August 11, 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: Rep. Brad Schneider **Date:** August 11,2026

Signature of Supervising Member: Bradley Scott Schneider

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: Women's High Tech Coalition
2. Travel Destination(s): San Francisco, CA
3. Date of Departure: 7/27 Date of Return: 7/29
4. Name(s) of Traveler(s): Olivia Kirchberg

   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	$779.26	$539.04	$177.98	
Accompanying Family Member				

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

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

Signature: Molly Allen **Date:** 8/6/26

Name: Molly Allen **Title:** Executive Director

Organization: Women's High Tech Coalition

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

Address: 550 7th St. SE Washington, DC 20003

Telephone: 202-827-8200 **Email:** molly@womenshightech.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

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: Olivia Kirchberg

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: Oli Kirchberg

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Brad Schneider

Office Address: 300 Cannon HOB

Telephone Number: 202-225-4835

Email Address of Contact Person: olivia.kirchberg@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: Olivia Kirchberg
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Women's High Tech Coalition
3. City and State **OR** Foreign Country of Travel: San Francisco, CA
4. a. Date of Departure: July 27,2026 Date of Return: July 29, 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.**

   The trip will bring together pragmatic policy influencers from various tech-related organizations and the public sector to have an engaging discussion on tech policy. the trip will help me to better understand the issues related to tech, intellectual property, and international trade issues which I will apply to my work in
9. **Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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

Signature of Employing Member: _____ **Date:** 06/23/26

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:

   Women's High Tech Coalition

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 attachment

5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: 7/27/2026 Date of Return: 7/29/2026
7. a. City of departure: Washington DC
   b. Destination(s): San Francisco, CA
   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 attachment

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): 7/27: $81 7/28: $81 7/29 $64.50
      2) Provide the reason for selecting the location of the event or trip: San Francisco and the Bay area is widely considered as the birthplace and global epicenter of modern tech innovation.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: Grand Hyatt San Francisco City: San Francisco Cost Per Night: $229+ tax
   Reason(s) for Selecting: Proximity to site visits and price
   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	$700	$550	$226.50
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: Molly Allen Date: 6/22/2026

Name: Molly Allen Title: Executive Director

Organization: Women's High Tech Coalition

Address: 550 7th Street SE Washington DC 20003

Email: molly@womenshightech.org Telephone: 202-746-5898

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

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

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
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

July 22, 2026

Ms. Olivia Kirchberg
Office of the Honorable Bradley Schneider
300 Cannon House Office Building
Washington, DC 20515

Dear Ms. Kirchberg:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to San Francisco, California, scheduled for July 27 to 29, 2026, sponsored by Women's High Tech Coalition.

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.

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:nl

House Staff Educational Tour, San Francisco, CA
Monday, July 27 - Wednesday, July 29, 2026

Attachment A:

Question 4 – Names, titles, and explanation for invitation for all House invitees.

The Women's High Tech Coalition has hosted educational programming for delegations of congressional staff seeking to learn about technology development and implementation in seats of innovation, commerce, and political leadership.

The staff members listed below were invited because of their work and/or their Representative's focus in policy across the tech and innovation ecosystem including AI, emerging technologies, defense technology, cybersecurity, financial technology, and digital trade. The invitees work as committee staff or for Members who serve on the Energy and Commerce, Ways & Means, Appropriations, Financial Services, Armed Services, Judiciary, Science, Space & Technology or are in House Leadership offices.

First Name	Last Name	Title	Employer
Claire	Alden	Legislative Director/Deputy Chief of Staff	Office of Representative Lance Gooden
Amelia	Allert	Deputy Chief of Staff/Legislative Director	Office of Representative French Hill
Elizabeth	Amster	Chief of Staff	Office of Representative Jake Auchincloss
Hillary	Beard	Chief of Staff	Office of Representative Terri A. Sewell
Laura	Bell	Legislative Director	Office of Representative Josh Riley
Caroline	Bender	Chief of Staff	Office of Representative Erin Houchin
Brooke	Bennett	Chief of Staff	Office of Representative French Hill
Sarah	Berlan-Salas	Deputy Chief of Staff/Legislative Director	Office of Representative Elise Stefanik
Ariana	Bhambhani	Legislative Director	Office of Representative Rick W. Allen
Nora	Blalock	Legislative Director/Deputy Chief of Staff	Office of Representative Kathy Castor
Lorissa	Bounds	Chief of Staff	Office of Representative Jay Obernolte
Emery	Boylan	Deputy Chief of Staff	Office of Representative Brian K. Fitzpatrick
Noelle	Britton	Chief of Staff	Office of Representative Lloyd K. Smucker
Molly	Buening	Deputy Chief of Staff / Legislative Director	Office of Representative Neal Dunn
Georgina	Burros	Communications Director	Office of Representative Jake Auchincloss
Jenna	Bushnell	Deputy Chief of Staff/Communications Director	Office of Representative Ted W. Lieu

Molly	Carey	Chief of Staff	Office of Representative Linda T. Sánchez
Abigail	Carter	Chief of Staff	Office of Representative Suhas Subramanyam
Errin	Cecil-Smith	Communications Director	Office of Representative Chrissy Houlahan
Hannah	Cooper	Deputy Chief of Staff/ Legislative Director	Office of Representative Sarah K. Elfreth
Meagan	Daly	Legislative Director	Office of Representative Brad Finstad
Juliana	Dauchess	Legislative Director	Office of Representative Lloyd K. Smucker
Stephanie	DeMarco	Legislative Director	Office of Representative Laurel Moore Lee
Clare	Dentner	Legislative Director	Office of Representative Brian K. Fitzpatrick
Giulia	DiGuglielmo	Legislative Director	Office of Representative Darrell Edward Issa
Michelle	Dorothy	Chief of Staff	Office of Representative Chrissy Houlahan
Toby	Douthat	Chief of Staff	Office of Representative Chuck Edwards
Elizabeth	Dudley	Deputy Chief of Staff, Legislative Director and National Security Advisor	Office of Representative Marilyn Strickland
Katie	Gallagher	Legislative Director	Office of Representative Ron Estes
Sarah	Gilbert	Chief of Staff	Office of Representative Neal Dunn
Liana	Guerra	Chief of Staff	Office of Representative Darren Soto
Meryl	Harold	Chief of Staff	Office of Representative Deborah K. Ross
Abbey	Herfurth	Deputy Chief of Staff/Legislative Counsel	Office of Representative Trent Kelly
Lauren	Hodge	Chief of Staff	Office of Representative Brett Guthrie
Victoria	Honard	Legislative Director	Office of Representative Suzan K. DelBene
Lara	Hopkins	Chief of Staff	Office of Representative Kathy Castor
Melissa	Kelly	Chief of Staff	Office of Representative Scott Franklin
Olivia	Kirchberg	Legislative Director	Office of Representative Brad Schneider
Christina	Lassiter	Legislative Director	Office of Representative Kat Cammack
Yujin	Lee	Chief of Staff	Office of Representative Rob Menendez
Nicole	Manley	Deputy Chief of Staff/Legislative Director	Office of Representative Ben Cline
Molly	Martin	Legislative Director	Office of Representative Brett Guthrie
Caitlyn	McNamee	Deputy Chief of Staff/Communications Director	Office of Representative Brad Schneider
Darby	McQueen	Legislative Director	Office of Representative Michael Cloud
Lindsey	Mosley	Legislative Director	Office of Representative Scott Franklin
Alexandria	Musser	Deputy Chief of Staff/Legislative Director	Office of Representative Rob Menendez
Brianna	Nagle	Deputy Chief of Staff for Operations	Office of Representative Erin Houchin
Alexandra	Narciso	Deputy Chief of Staff/Legislative Director	Office of Representative Raul Ruiz
Elizabeth	O'Hara	Chief of Staff	Office of Representative Richard E. Neal

Laney	O'Shea	Deputy Chief of Staff & Legislative Director	Office of Representative Herb Conaway
Jacqueline	Olvera	Chief of Staff	Office of Representative Morgan J. Luttrell
Christina	Rankin	Legislative Director	Office of Representative Gabe Amo
Mary Ellen	Richardson	Chief of Staff	Office of Representative Darin LaHood
Kate	Roberts	Deputy Chief of Staff for Communications	Office of Representative Julie Fedorchak
Rebekah	Rodriguez	Legislative Director	Office of Representative Blake Moore
Meg	Rorke	Chief of Staff	Office of Representative Debbie Dingell
Sarah	Skirmont	Legislative Director	Office of Representative Linda T. Sánchez
Kana	Smith	Deputy Chief of Staff	Office of Representative Jimmy Gomez
Shana	Teehan	Chief of Staff	Office of Representative Julie Fedorchak
Leah	Uhrig	Legislative Director	Office of Representative Ted W. Lieu
Claudia	Urrabazo-Beckleman	Chief of Staff	Office of Representative Luz Maria Rivas
Andrea	Valderrama	Legislative Director	Office of Representative Darren Soto
Kathleen	Vincentz	Chief of Staff	Office of Representative Jodey C. Arrington
Rachel	Wagley	Chief of Staff	Office of Representative Blake Moore
Krista	Wunsche	Legislative Director	Office of Representative Jimmy Panetta
Elizabeth	Young	Deputy Chief of Staff	Office of Representative Ron Estes
Emma	Zafran	Legislative Director	Office of Representative Chrissy Houlahan

Question 12 – Sponsor's interest and role

The Women's High Tech Coalition is convening a three-day trip to San Francisco to bring together pragmatic policy influencers from various tech-related organizations and the public sector to have an engaging discussion on tech policy. The mission of the Women's High Tech Coalition is to promote the exchange of ideas among leaders in the public and private sectors whose focus is technology, innovation and the development of public policy related to technology.

The Women's High Tech Coalition (WHTC) is the sole organizer of this trip. WHTC is responsible for the organization and execution of all trip logistics and programming content.

HOUSE STAFF EDUCATIONAL TOUR - SAN FRANCISCO, CA

DAY 1 - MONDAY, JULY 27

7:15 AM	Board flight United #369
7:55 AM ET	United #369 departs Washington Reagan Airport (DCA)
10:50 AM PT	Arrive San Francisco International Airport (SFO)

11:30 AM	Ground transportation to Sofar Ocean *25-minute, 15 mile drive*

12:00 – 1:30 PM **SoFar Ocean** (Lunch Provided by WHTC)
28 Pier Annex, San Francisco, CA

The delegation will visit Sofar Ocean's headquarters at Pier 28 Annex in San Francisco for an office tour followed by lunch and a panel discussion with women leaders across Sofar Ocean's engineering, software, and federal teams. Sofar Ocean is the leading ocean intelligence platform, turning real-time ocean data into insights trusted by scientists, governments, and shipping fleets worldwide.

Sofar Ocean Employees & Titles:
Tosca Lichtenheld, Head of Government and Defense
Lanthe Stronger, CTO
Sno Riley, Lead of Optimization and Modeling

1:45 PM	Ground transportation to LinkedIn *10-minute, 1 mile drive*

2:00 – 3:00 PM **LinkedIn**
222 2nd Street, San Francisco, CA

Congressional staff will visit LinkedIn for a discussion on the future of work and the evolving global labor market. The program will feature LinkedIn's Economic Graph, a unique data initiative that provides insights into workforce trends, skills development, and economic opportunity. Participants will engage with company leaders on data insights related to the impact of A.I. on jobs and hiring, emerging workforce challenges, and women in leadership. The visit will offer valuable perspectives on how data and technology are shaping the future of the global economy.

LinkedIn Employees & Titles:
Josh Connolly, Congressional Lead, U.S. Public Policy & Economic Graph
Claire Thomas, Congressional Lead, U.S. Public Policy & Economic Graph
Sara Harrington, Vice President, Legal (Data, AI and Privacy)

3:00 PM Ground transportation to Instacart
3-minute, 1/2 mile drive

3:15 – 4:00 PM **Instacart**
50 Beale St #600, San Francisco, CA

Instacart is a leading grocery technology company that partners with more than 2,200 retail banners—representing nearly 100,000 stores—to transform how people shop for the groceries they need from the retailers they trust, while creating flexible earning opportunities for shoppers. This facility serves as Instacart's headquarters, and the company has proudly called San Francisco home for nearly 14 years.

The visit will include a demonstration of Caper Carts, Instacart's AI-powered smart shopping carts. Caper Carts transform the in-store experience by allowing customers to scan items as they shop, receive personalized recommendations, and access deals in real time. Using AI, cameras, and sensors, the carts automatically recognize items placed inside and provide customers with a running total throughout their shopping trip, helping them stay on budget. The carts also integrate with retailer loyalty programs, enabling customers to access coupons, deals, and shopping lists directly from the cart's screen.

Instacart Employees & Titles:
Casey Aden-Wansbury, Vice President, Head of Global Public Policy
Tess Geyer, Community Affairs Manager
Tyler Hill, Public Policy Manager
Jackie Way, Federal Affairs Specialist

4:15 PM Ground transportation to Verizon Innovation Lab
3-minute, 1/2 mile drive

4:30 – 6:30 PM **Verizon Innovation Lab** (Dinner provided by WHTC)
360 Spear St, San Francisco, CA

Congressional staff will visit Verizon's Innovation Lab for an interactive demonstration of emerging technologies powered by next-generation wireless networks. The visit will showcase how 5G, edge computing, artificial intelligence, and advanced connectivity are enabling innovations across industries including public safety, healthcare, transportation, manufacturing,

and entertainment. Participants will have the opportunity to explore real-world applications that demonstrate how advanced communications infrastructure supports economic growth, enhances resilience, and drives the future of digital innovation.

Verizon Employees & Titles:
Marcela Zamora, Vice President, Government Relations

6:30 PM Ground transportation to Grand Hyatt San Francisco

7:00 PM Check-In at **Grand Hyatt San Francisco**
345 Stockton Street, San Francisco, CA

DAY 2 – TUESDAY, JULY 28

7:15 AM Meet in Lobby of Grand Hyatt San Francisco

7:30 AM Ground transportation to Amazon
60-minute, 40 mile drive

8:30 – 10:30 AM **Amazon Lab 126** (Breakfast provided by WHTC)
1100 Enterprise Way, Sunnyvale, CA

The group will visit Amazon Lab126 located in Sunnyvale, California. Lab126 is the research and development company behind Amazon's innovative consumer electronics, including the Kindle, Fire, and Echo devices. The organization builds new technology that becomes part of everyday life and creates new devices that connects the world.

Amazon Employees and Titles:
Kate Hill, Manager, Public Policy Americas, Amazon
Erica McCann, Senior Manager, Public Policy Americas, Amazon
Megan Kundu, Director and Associate General Counsel, Lab126, Amazon
Prasad Chaparala, Director of Hardware Product Integrity, Amazon
Adam Cybart, Vice President of Hardware Development, Amazon (Tentative)

10:45 AM Ground transportation to ASML
15-minute, 7 mile drive

11:00 AM – 12:00 PM **ASML**
80 W Tasman Dr, San Jose, CA

Congressional staff will visit ASML, a Dutch-headquartered global leader in semiconductor manufacturing technology and a critical supplier to the semiconductor ecosystem. The program will provide an overview of ASML's lithography systems, which enable the production of the world's semiconductors, from the most advanced chips used in artificial intelligence to chips used in autos, consumer electronics, and national security applications. Following the presentation, participants will engage in a question-and-answer session with company representatives to discuss semiconductor innovation, supply chain resilience, workforce development, and the future of chip manufacturing.

ASML Employees & Titles:

Paul Cleary, HMI Chief of Staff and Head of Strategic Programs
Ronald Goossens, ASML Senior Strategy Manager and Adjunct Professor of Nanolithography at Purdue University
Melodie Ha, Government Affairs Manager

12:00 PM Ground transportation to Toyota
30-minute, 12 mile drive

12:30 – 2:30 PM **Toyota Research Institute** (Lunch provided by WHTC)
4440 El Camino Real, Los Altos, CA

The delegation will tour Toyota's Research Institute and observe demonstrations of the company's technologies including human/interactive driving and robotics. Wendy Rosen (VP, Communications) and Phillip Zackler (COO) will lead the visit, joined by a select group of women researchers from across TRI.

Toyota Research Institute (TRI) conducts research to improve quality of life for individuals and society. Led by Dr. Gill Pratt, TRI's team of researchers develop technologies to advance energy and materials, human-centered artificial intelligence, human interactive driving, automated driving advanced development, and robotics. Established in 2015, TRI has offices in Los Altos, California, and Cambridge, Massachusetts.

Toyota Employees & Titles:
Dr. Gill Pratt, CEO, Toyota Research Institute
Rebecca Steele, Government Affairs, Toyota North America

2:30 PM Ground transportation to Oracle
30-minute, 15 mile drive

3:00 - 4:00 PM **Oracle**
Oracle Building 100, 100 Oracle Pkwy, Redwood City, CA

Congressional staff will visit Oracle's Redwood Shores campus for a discussion on the role of technology in modern healthcare. The program will feature a demonstration of Oracle Health's electronic health record and healthcare data solutions, highlighting how digital tools are transforming patient care, improving provider efficiency, and supporting better health outcomes. Participants will also learn about the use of cloud computing, data integration, and artificial intelligence in healthcare, followed by a discussion on the opportunities and challenges facing the nation's health technology ecosystem.

Oracle Employees & Titles:
Naja Woodards, Director, Political Programs

4:00 PM Ground transportation to Hyundai CRADLE
22-minute, 15 mile drive

4:30 – 6:30 PM **Hyundai CRADLE** (Dinner provided by WHTC)
1335 Terra Bella Ave, Mountain View, CA

Congressional staff will visit Hyundai CRADLE, Hyundai Motor Group's global innovation and venture capital division, which identifies and invests in emerging technologies shaping the future of mobility and transportation. The program will provide an overview of Hyundai's innovation strategy and showcase advancements in areas such as artificial intelligence, robotics, autonomous systems, advanced air mobility, smart cities, energy technologies, and sustainable transportation. Participants will engage with company leaders to discuss how partnerships with startups, researchers, and technology companies are accelerating innovation and helping address some of society's most complex mobility and infrastructure challenges.

Hyundai CRADLE Employees & Titles:
Basim Motiwala, Director of Federal Government Affairs

6:30 PM Ground transportation to Grand Hyatt San Francisco

7:30 PM Return to **Grand Hyatt San Francisco**
345 Stockton Street, San Francisco

DAY 3 – WEDNESDAY, JULY 29

5:45 AM Depart Grand Hyatt for San Francisco International Airport (SFO)

8:20 AM United Flight #1678 departs San Francisco International Airport (SFO)