Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 NOV -6 PM 12:42

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Global Women's Innovation Network (GlobalWIN)

Travel date(s): Monday, October 29, 2018 -- Tuesday, October 30, 2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☒ Actual Amount	$134.92	$160.00	$94.76	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Tour of Lighthouse Manufacturing Facility & The Foundery at Under Armour; Meeting with Women's Division at Under Armour Headquarters; Open Works Baltimore Tour + Conversation;

Roundtable on Workforce Development at Humanim; Opioid Briefing with Baltimore City Health Department; Guinness Brewery Facility Tour.

11-06-18 (Date) — Jaclyn Keshian (Printed name of traveler) — Jaclyn Keshian (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/06/2018 (Date) — (Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Jaclyn Keshian

Employing Office/Committee: Senate Committee on Commerce, Science, and Transportation

Private Sponsor(s) (list all): Global Women's Innovation Network (GlobalWIN)

Travel date(s): Monday, October 29, 2018 -- Tuesday, October 30, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Baltimore, MD

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will feature workshops and round tables on issues related to economic growth, innovation, and workforce development. As a Professional Staff Member on the Commerce Committee, these are all policy issues that I deal with frequently. In fact, I was the lead staffer on a Commerce Committee hearing this Congress centered around workforce development and what policies can help America bridge the "skills gap" we face in the country.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

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

09/27/18
(Date)

Jaclyn Keshian
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, John Thune *(Print Senator's/Officer's Name)* hereby authorize Jaclyn Keshian *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. *(signify "yes" by checking box)* ☐

9/27/2018
(Date)

John Thune
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

Global Women's Innovation Network
233 Pennsylvania Avenue, SE, 2nd Floor, Washington, DC 20003

September 19, 2018

Jaclyn Keshian
Professional Staff
Committee on Commerce, Science and Transportation
United States Senate
Via Email

Dear Ms. Keshian,

The Global Women's Innovation Network (GlobalWIN) invites you to join us for an overnight delegation trip to Baltimore, Maryland, taking place October 29-30, 2018. We plan to take the MARC train to Baltimore on Monday morning, October 29 to begin programming late morning/early afternoon. Events will continue through the evening, and the next day, concluding late afternoon on October 30. You will depart Baltimore via bus around 4:00 PM, Tuesday, October 30, returning to Washington D.C before 6:00 PM.

Although we are in the early planning stages, we will confirm policy discussions and site visits with companies at the forefront of innovation and technology, as well as with female leaders in health sciences, politics and other industries. Your work on these topics and active participation in our discussions will be a great asset to our delegation, which will include senior staff from both Republican and Democratic Senate offices.

As you know, GlobalWIN was founded in 2009 as an educational, nonpartisan 501(c)(3) non-profit organization. With honorary co-chairs Senator Shelley Moore Capito (R-WV), Senator Maggie Hassan (D-NH), Congresswoman Martha Roby (AL-02) and Congresswoman Debbie Wasserman Schultz (FL-23), GlobalWIN provides a dynamic forum for women executives and thought leaders in academia, government, and business who are passionate about innovation and its potential to advance critical policy issues. GlobalWIN is dedicated to helping women in these fields and related policy debates by providing opportunities to: 1) recognize their contributions to innovation and related policy debates; 2) share their views & engage publicly; 3) access resources that might not otherwise be readily available to accomplish these objectives; 4) broaden their network across areas of expertise and beyond our borders.

As the primary sponsor of this trip, GlobalWIN will cover your travel and meal expenses related to the trip, in compliance with the rules under Senate ethics laws. GlobalWIN has a record of successful Senate Staff delegation trips, including NYC in 2016 and Seattle in 2017.

To ensure timely submission of ethics materials to the appropriate committees by Friday, September 28, please confirm your interest in the trip by calling our office at 202-548-0021, or by sending an email to Sarah Mamula at smamula@helenmilby.com.

Sincerely,

Helen Milby
Executive Director, GlobalWIN

Sarah Mamula
Senior Director, GlobalWIN

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): Global Women's Innovation Network (GlobalWIN)

2. Description of the trip: GlobalWIN will bring Senate Staffers to Baltimore for meetings, site visits and roundtables on innovation, health and future of work.

3. Dates of travel: Monday, October 29-Tuesday, October 30, 2018

4. Place of travel: Baltimore, MD

5. Name and title of Senate invitees: see attached.

6. I *certify* that the trip fits one of the following categories:

   ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

   – OR –

   ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

   – AND –

   ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

   ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

   – AND –

   ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**
I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10).*

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☐ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:
As the sole sponsor of this trip, GlobalWIN is organizing and financially supporting all aspects of this trip, including travel, hotel accomodations, meetings and panel discussions.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
GlobalWIN is a bipartisan 501c3 organization that provides a forum for women who are passionate about innovation. Programming on this trip will address policy issues, foster bipartisanship, and bring visibility to women in innovation-driven fields.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:
In June 2016, GlobalWIN hosted a Senate Staff Overnight trip to NYC. Additionally, GlobalWIN brought Senate staff to Seattle, WA in Fall 2017. Finally, GlobalWIN has many years of House staff trips abroad including: Paris 2012, London 2013, Brussels 2014, Dublin 2015, London 2017, and Paris 2018.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

GlobalWIN hosts 1-3 educational events per month, ranging in scale from 20 to 100+ attendees from the public & private sector. These events are forums and discussions, and feature speakers such as policy advisors, industry experts & female leaders.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$148.00 (includes $8 one-way commuter train ticket and $140 for charter bus transportation)	$160	$98.50	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation **or** b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) GlobalWIN's Senate Staff delegation trip is planned specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

With rapid change and development over the last decade, along with proximity to DC, Baltimore was selected as the location of this trip to discuss innovation, tech, female leadership and the opioid crisis.

19. Name and location of hotel or other lodging facility:

Sagamore Pendry Baltimore, 1715 Thames St, Baltimore, MD 21231

20. Reason(s) for selecting hotel or other lodging facility:

The Sagamore Pendry was chosen due to its availability, group rate, and proximity to event locations.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

see attached.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

One-way coach class commuter train from Washington, DC to Baltimore, MD. Standard class charter bus for transportation to site visits in Baltimore, and for return trip from Baltimore to Washington, DC.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: _____

Name and Title: Helen Milby, Co-Founder & Executive Director

Name of Organization: Global Women's Innovation Network (GlobalWIN)

Address: 233 Pennsylvania Ave, SE, 2nd Floor, Washington, DC 20003

Telephone Number: 202.548.0021

Fax Number: _____

E-mail Address: helen@helenmilby.com

Global Women's Innovation Network

GlobalWIN Senate Staff Delegation Trip
Baltimore, MD | October 29-30, 2018

Itinerary

Monday, October 29

9:02 AM **MARC Train to Baltimore**
Union Station, 50 Massachusetts Ave NE, Washington, DC 20002

10:00 AM **Arrive at Baltimore Penn Station & Board Ground Bus Transportation**
1500 N Charles St, Baltimore, MD 21201

10:00 AM—10:30 AM **Introductions + Trip Overview with Executive Director Helen Milby on Bus**

GlobalWIN's Co-Founder and Executive Director Helen Milby will welcome the Senate Staff Delegation, providing background on the organization and the schedule of afternoon meetings and site visits. Introductions among the delegation will also be given.

10:30 AM—11:25 AM **Tour of Lighthouse Manufacturing Facility & The Foundery**
City Garage at 101 W. Dickman Street

Lighthouse is a 35,000 square foot manufacturing and design center for Under Armour in Port Covington. On this site visit, the Senate Staff Delegation will learn about the facility's mission create a new model for manufacturing, using state-of-the-art equipment such as 3D printers that make sneakers, a full-body scanner that measures individuals for custom clothing and robotic machinery for more efficient production. Furthermore, Lighthouse works to develop best practices, then share proven technologies and processes with partner factories both domestically and internationally. In the same lot, we will also tour the for-profit makerspace, The Foundery. The space was built to fuel the creative community with unique access to industrial-grade tools and knowledge, and to provide a safe and accessible makers' space for Baltimore's creative community to gather, learn, build and teach.

11:25 AM—11:30 AM **Travel to Under Armour Waterfront HQ Campus**

11:30 AM—1:00 PM **Meeting with Women's Division at Under Armour Headquarters**
2601 Port Covington Dr

Senate Staff will visit Under Armour's Headquarters. Here, Senate Staff will engage with leaders from the Under Armour Women's Division, and learn about product innovation and brand evolution in a competitive market – including the success of their marketing and digital advertising.

1:00 PM—1:30 PM **Travel to Open Works Baltimore**

1:30 PM—3:00 PM **Tour + Visit of Open Works Baltimore**
1400 Greenmount Ave

Open Works sits in the heart of one of Baltimore's original manufacturing districts, a stone's throw from the old Crown Cork and Seal complex and the former Lebow Brothers Clothing factory. Having just visited The Foundery, Senate Staff meet with Open Works Executive Director Will Holman, tour the site, and have the opportunity to visit and compare it with a non-profit makerspace model. Mr. Holman was educated as an architect at Virginia Tech and Auburn University's Rural Studio. Previous to Open Works, he worked as an architectural designer, carpenter, artist's assistant, cabinetmaker, furniture designer, and educator.

3:00 PM—3:15 PM **Travel to Humanim**

3:15 PM—4:45 PM **Roundtable on Workforce Development at Humanim**
1701 N Gay St

Humanim is a 501c3 organization with 40+ programs in the areas of human services, youth services, workforce development, and social enterprise throughout Maryland and Delaware. The organization was founded on the belief that every human being has potential and that work is transformative, with the goal of creating economic equity for individuals with disabilities and socio-economic challenges. Their workforce development programs have been nationally recognized and accredited. While meeting with Jason Perkins-Cohen, Director of Employment Development for Baltimore City Mayor Catherine Pugh and Kanika Feaster-Gordon, Humanim's Vice President for Workforce Development, Senate Staff will learn about the region's efforts on the future of work.

4:45 PM—5:00 PM **Travel to Sagamore Pendry Hotel**

5:00 PM—5:45 PM **Hotel Check-In**
Sagamore Pendry Baltimore, 1715 Thames St

5:45 PM—6:15 PM **Day 1 Review + Policy Conversation led by Sr. Director Sarah Mamula**
Sagamore Pendry Baltimore, 1715 Thames St

Having completed the first half of Baltimore programming, GlobalWIN Senior Director will lead a discussion with the delegation on policies and issues addressed, and the day's highlights. An overview of Day 2's meetings and site visits will also be provided.

****No Organized Dinner****

Tuesday, October 30

7:30 AM—8:30 AM **Informal Breakfast at Hotel**
Sagamore Pendry Baltimore, 1715 Thames St

8:30 AM—9:00 AM **Travel to Baltimore City Hall**

9:00 AM—11:15 AM **Opioid Briefing with Baltimore City Health Department at City Hall**
City Hall - Room 250, 100 N. Holliday St

At a briefing with the Baltimore City Health Department, our delegation will engage with experts and learn more about how the city's officials are working to combat the city's opioid problem. Senate Staff will meet with Matthew Stefanko, the Special Advisor on Opioid Policy for the Baltimore City Health Department. In this role, Matthew oversees the Department's relationship with treatment providers - including hospitals - as well as manages relevant grant funding and policy initiatives. Additionally, a presentation on the city's needle exchange program will take place.

11:15 AM—11:45 AM **Drive to Guinness Brewery Facility**

12:00 PM—2:00 PM **Guinness Brewery Facility Tour**
5001 Washington Blvd, Halethorpe, MD 21227

At our final meeting in Baltimore, our delegation will visit Guinness's sole brewery in North America, which opened in summer 2018. Senate Staff will meet with Candice Ammons, Director of Retail & Tour Operations. Throughout the tour, the delegation will learn about the brand's innovation over its 250 year history, job creation, female leadership in Guinness (and parent company DIAGEO), as well as policy issues of most interest to the company. No alcohol will be provided.

2:15 PM—3:30 PM **Travel back to Washington, DC by Bus**

3:30 PM **Arrive Back in Washington, DC**
Union Station, 50 Massachusetts Ave NE, Washington, DC 20002

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
Attachment

5. GlobalWIN Delegation Invitees (in no particular order):

1. **Reema Dodin**, Floor Director, Democratic Whip, Senator Richard Durbin
2. **Victoria Flood**, Legislative Assistant, Office of Senator Shelley Moore Capito
3. **Meredith Good-Cohn**, Health Research Assistant, HELP Committee
4. **Narda Jones**, Legislative Counsel, Office of Senator Maria Cantwell
5. **Cheri Pascoe**, Professional Staff, Commerce, Science and Transportation Committee
6. **Sydney Paul**, Legislative Counsel, Office of Senator Gary Peters
7. **Stacy Rich**, Staff Director, Office of Senator Patty Murray
8. **Olivia Trusty**, Professional Staff Member, Office of Senator Roger Wicker
9. **Crystal Tully**, Policy Director & Counsel for Communications and Technology, Committee on Commerce, Science & Transportation
10. **Beth Vrabel**, Deputy Chief Counsel and Senior Health Counsel, Senate Finance Committee Democratic Staff
11. **Natalie Rogers**, Deputy Chief of Staff, Office of Senator Cory Gardner
12. **Scarlet Doyle**, Legislative Assistant, Office of Senator Dean Heller
13. **Lauren Reamy**, Legislative director, Office of Senator Marco Rubio
14. **Robyn Engibous**, Deputy Chief of Staff, Office of Senator Dan Sullivan
15. **Beatrice Pollard**, Legislative Aide, Judiciary, Telecommunications and Technology Committee (Senator Schumer)
16. **Kara Van Stralen**, Senior Policy Advisor, Transportation & Innovation, Office of Senator Maggie Hassan
17. **Beth Bell,** Tax Counsel, Office of Senator Ben Cardin
18. **Caitlyn Stephenson**, DCOS, Office of Senator Gary Peters
19. **Anna Taylor**, Legislative Counsel, Senate Democratic Leader Chuck Schumer
20. **Meris Patek**, Legislative Assistant, Office of Senator Ron Johnson
21. **Marcie Smith**, Legislative Assistant, Office of Senator John Kennedy
22. **Lindsay Jensen**, Legislative Assistant, Office of Senator John Sullivan
23. **Jessica McBride**, Legislative Director, Office of Senator John Thune
24. **Monica Popp**, Chief of Staff, Office of the Senate Republican Whip John Cornyn
25. **Erica Andeweg**, Legislative Assistant, Office of Senator Deb Fischer
26. **Alyssa Penna**, Legislative Assistant, Office of Senator Chris Van Hollen
27. **Rebecca Alcorn,** Legislative Assistant, Office of Senator Mike Crapo
28. **Emily Leviner,** LD & Chief Counsel, Office of Senator Deb Fischer
29. **Meghan Dorn,** Legislative Assistant, Office of Senator Lindsey Graham
30. **Maddie Davidson**, Professional Staff, Finance Committee
31. **Missye Brickell,** Professional Staff, Commerce Committee
32. **Virginia Heppner**, Professional Staff, HELP Committee
33. **Kellie Donnelly,** Deputy Chief Counsel, Energy Committee
34. **Jaclyn Keshian,** Professional Staff, Commerce Committee

21. Daily expenses for meals are less than the per diem rate. Lodging expenses exceed the October 2018 per diem rate by $3 because the hotel contract was signed in May 2018, prior to GSA posting the October 2018 rate. Absent the October 2018 rate, we predicted and based lodging expenses on the September 2018 per diem rate, which GSA posted as $160.

Global Women's Innovation Network

GlobalWIN Senate Staff Delegation Trip
Baltimore, MD | October 29-30, 2018

Official Delegation

1. **Missye Brickell,** Professional Staff, Commerce, Science and Transportation Committee (Majority)
2. **Victoria Flood**, Legislative Assistant, Office of Senator Shelley Moore Capito (R-WV)
3. **Virginia Heppner**, Professional Staff, HELP Committee (Majority)
4. **Jaclyn Keshian**, Professional Staff, Commerce, Science and Transportation Committee (Majority)
5. **Sydney Paul**, Legislative Counsel, Office of Senator Gary Peters (D-MI)
6. **Stacy Rich**, Staff Director, Office of Senator Patty Murray (D-WA)
7. **Caitlyn Stephenson**, Deputy Chief of Staff, Office of Senator Gary Peters (D-MI)
8. **Crystal Tully**, Policy Director & Counsel for Communications and Technology, Commerce, Science and Transportation Committee (Majority)
9. **Beth Vrabel**, Deputy Chief Counsel & Senior Health Counsel, Senate Finance Committee (Minority)

Itinerary

Monday, October 29

9:02 AM **MARC Train to Baltimore**
Union Station, 50 Massachusetts Ave NE, Washington, DC 20002

10:00 AM **Arrive at Baltimore Penn Station & Board Ground Bus Transportation**
1500 N Charles St

10:00 AM—10:30 AM **Introductions + Trip Overview with Executive Director Helen Milby**

GlobalWIN's Co-Founder and Executive Director Helen Milby will welcome the Senate Staff Delegation, providing background on the organization and the schedule of afternoon meetings and site visits. Introductions among the delegation will also be given.

20-30 min DRIVE

10:30 AM—11:30 AM **Tour of Lighthouse Manufacturing Facility & The Foundery**
City Garage at 101 W. Dickman Street

Lighthouse is a 35,000 square foot manufacturing and design center for Under Armour in Port Covington. On this site visit, the Senate Staff Delegation will learn about the facility's mission create a new model for manufacturing, using state-of-the-art equipment such as 3D printers that make sneakers, a full-body scanner that measures individuals for custom clothing and robotic machinery for more efficient production. Furthermore, Lighthouse works to develop best practices, then share proven technologies and processes with partner factories both domestically and internationally. In the same lot, we will also tour the for-profit makerspace, The Foundery. The space was built to fuel the creative community with unique access to industrial-grade tools and knowledge, and to provide a safe and accessible makers' space for Baltimore's creative community to gather, learn, build and teach.

5 min DRIVE

11:30 AM—1:00 PM **Meeting with Women's Division at Under Armour Headquarters**

Under Armour Waterfront HQ Campus, 2601 Port Covington Dr
(Lunch provided by GlobalWIN)

Ranked #6 on Forbes' 2016 "World's Most Innovative Companies" list, GlobalWIN will visit Under Armour's Headquarters. Here, GlobalWIN will engage with leaders from the Under Armour Women's Division, and learn about product innovation and brand evolution in a competitive market – including the success of their marketing and digital advertising.

25-30 min DRIVE

1:30 PM—3:00 PM **Open Works Baltimore Tour + Conversation**
1400 Greenmount Ave

Baltimore birthed the bottle cap, the railroad, and legions of Liberty ships. The twists of history have deleted some of that legacy, but remnants of that industrial power still remain all over town. Open Works sits in the heart of one of Baltimore's original manufacturing districts, a stone's throw from the old Crown Cork and Seal complex and the former Lebow Brothers Clothing factory. Having just visited The Foundery, our delegation will have the opportunity to visit and compare it with a non-profit makerspace model.

10-15 min DRIVE

3:15 PM—4:45 PM **Roundtable on Workforce Development**
Humanim, 1701 N Gay St

During a conversation featuring Jason Perkins-Cohen, Director of Employment Development for Baltimore City Mayor Pugh and Kanika Feaster-Gordon, Vice-President of Workforce Development for Humanim, the delegation will learn about efforts to facilitate the economic growth of individuals and communities.

15-25 min DRIVE

5:00 PM—5:45 PM **Hotel Check-In**
Sagamore Pendry Baltimore, 1715 Thames St

5:45 PM—6:15 PM **Day 1 Review + Policy Conversation led by Sr. Director Sarah Mamula**
Sagamore Pendry Baltimore, 1715 Thames St

Having completed the first half of Baltimore programming, GlobalWIN Senior Director will lead a discussion with the delegation on policies and issues addressed, and the day's highlights. An overview of Day 2's meetings and site visits will also be provided.

Tuesday, October 30

7:30 AM—8:30 AM **Informal Breakfast at Hotel**
Sagamore Pendry Baltimore, 1715 Thames St
(Provided by GlobalWIN)

20 min DRIVE

9:00 AM—11:15 AM **Opioid Briefing with Baltimore City Health Department ft. Matthew Stefanko, Special Advisor on Opioid Policy**
City Hall - Room 250, 100 N. Holliday St

At a briefing with the Baltimore City Health Department, our delegation will engage with experts and learn more about how the city's officials are working to combat the city's opioid problem.
30 min DRIVE

12:00 PM—2:30 PM **Guinness Brewery Facility Tour**
5001 Washington Blvd, Halethorpe, MD 21227
(Lunch provided by GlobalWIN)

At our final meeting in Baltimore, our delegation will visit Guinness's sole brewery in North America, which opened in summer 2018. Throughout the tour, the delegation will learn about the brand's innovation over its 250 year history, job creation, female leadership in Guinness (and parent company DIAGEO), as well as policy issues of most interest to the company.

2:45 PM **Travel back to Washington, DC by Bus**

1.25 hour DRIVE

4:00 PM **Arrive Back in Washington, DC**
Union Station, 50 Massachusetts Ave NE, Washington, DC 20002