

RE-2 Employee Post Travel Disclosure of Travel Expenses

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PUBLIC RECORDS
Date/Time Stamp

2025 MAY -2 PM 12: 27

Post Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 144 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**

Certification: In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

Private Sponsor(s):
Microsoft Corporation

Travel Dates:
04/24/2025 to 04/25/2025

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$1,650.00	\$376.00	\$79.00	\$0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

05/02/2025

Date

Kaitlin Williams

Printed Name of Traveler

Kaitlin Williams

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.

05/02/2025

Date

Luy Huo

Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

Yes

☒ No

Expense Change

Revised Amount

Explanation

There were no changes to pre-approved travel expenses.

Were there any changes to the pre-approved itinerary?

Yes

☒ No

Explanation: There were no changes to the pre-approved itinerary.

Were there any additional changes to the pre-approved trip?

Yes

☒ No

Explanation: There were no additional changes to the pre-approved trip.

Williams, Kaitlin (L. Graham)

From: Michaela Berendt (CELA) <Michaela.Berendt@microsoft.com>
Sent: Friday, February 28, 2025 1:13 PM
To: Williams, Kaitlin (L. Graham)
Subject: [RSVP Requeste] Invitation to Microsoft's Staff Delegation Trip

Follow Up Flag: Flag for follow up
Flag Status: Completed

Hello Kaitlin:

I would like to formally invite you to Microsoft Corporation's April Congressional Staff Delegation Visit from **April 23, 2025 to April 25, 2025** at our headquarters in Redmond, Washington. During this visit, you will have the unique opportunity to engage with our company's thought leaders, engage with cutting edge technology, and discuss public policy issues important to the technology industry.

We are happy to provide round-trip airfare, lodging, meals, and ground transportation in accordance with ethics committee guidelines. Please note that while Microsoft will pay for these expenses on your behalf, we are unable to make reimbursements for any costs you incur.

Please RSVP to Michaela.Berendt@Microsoft.com with your availability, at which point we will provide you with the formal registration link to proceed with travel booking, we will be able to accommodate the first 20 RSVPs.

This year, our program will focus on topics including generative artificial intelligence, cybersecurity, and quantum computing.

Upon your RSVP we will respond with the **Microsoft Travel Packet**. According to ethics rules, the travel packet and agenda must be submitted to your Ethics Committee **no later than Friday, March 21, 2025**. Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify invitees directly. Please keep us (Microsoft) informed on your approval status with the Committee on Ethics.

We look forward to hosting you for a fun and informative program!

Sincerely,

Michaela

Michaela Berendt (CELA)
Program Manager, Microsoft Political
Office: +1 (425) 538-7023
Mobile: +1 (360) 790-4741
Michaela.Berendt@microsoft.com



RE-1 Employee Pre-Travel Authorization

Date/Time Stamp

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.

Name of Traveler:

Kaitlin Williams

Employing Office/Committee:

GRAHAM, LINDSEY

Private Sponsor(s):

Microsoft Corporation

Destination(s):

Redmond, Washington

Travel Dates:

04/23/2025 to 04/25/2025

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

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

I work on telecom and AI issues in Senator Graham's office. This trip will brief on the work Microsoft is doing in the AI space and how they are thinking through emerging tech. This is helpful perspective to hear how industry is moving on emerging tech as my boss is thinking through policy making on the topic.

Do you have an accompanying family member or spouse on this trip?

No

Name and Relationship to Traveler:

N/A

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

04/15/2025

Date

Kaitlin Williams

Signature of Employee

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

Senator Lindsey Graham
(Print Senator's/Officer's Name)

hereby authorize

Kaitlin Williams
(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)

04/16/2025

Date

L. Ho

Signature of Supervising Senator/Officer

Microsoft Corporation: Microsoft Congressional Staff Delegation Trip (April 2025)

Kaitlin Williams

Title:
Senior Policy Advisor

Employing Office/Committee:
GRAHAM, LINDSEY

Duty Station:
WASHINGTON, DC

Destination(s):
Redmond, Washington

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

I work on telecom and AI issues in Senator Graham's office. This trip will brief on the work Microsoft is doing in the AI space and how they are thinking through emerging tech. This is helpful perspective to hear how industry is moving on emerging tech as my boss is thinking through policy making on the topic.

Name of accompanying family member (if any):
Not Entered

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Microsoft Corporation

Is your organization classified as a §501(c)(3)?

Yes No

§501(c)(3) Organization Type
N/A

Address

1 Microsoft Way

Address 2 (Optional)
None

City, State Zip

Redmond, Washington 98052 United States

Phone Number
3607904741

Organization URL

History of Congressional Travel

Microsoft hosted one trip in April of 2024 and one trip in June of 2023. Microsoft hosted two trips in 2022, one in June and the other in October. Microsoft also hosted a yearly trip between 2015-2019 and previously hosted trips in the early 2000s prior to the pandemic.

Educational Activities

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, and the public focusing on areas of IT innovation, computer science, products/devices, and more.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: I certify that the sponsor is not a federally registered lobbyist but retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status: I certify that the sponsor is not an agent of a foreign principal but retain or employ one or more agents of a foreign principal.

Foreign Government Involvement

Foreign Agent Registration Status:

I certify that the sponsor is not a foreign government.

I certify that the sponsor is not an entity that is owned or operated by a foreign government.

I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discussing policy issues important to the technology sector. As the sponsor, Microsoft has planned the agenda, speaker sessions, and tours on the Microsoft Campus along with trip logistics.

Explain how the purpose of the trip relates to your organization's mission.

Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through information technology. This trip allows Microsoft to educate and engage Senate Staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

Is your organization the only sponsor for this trip?

Yes No

Grantmaking Organizations (Optional)

There are no grantmaking organizations.

With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

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

Lobbyist/Foreign Agent Financing

The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

No funds or in-kind contributions were 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.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations

The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip

The trip is limited to 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

The trip is limited to 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

Complete if any of the sponsors is not a §501(c)(3) organizations.

The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip

The trip is limited to 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

The trip is limited to 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

Due to the distance between Redmond, WA and Washington, DC it is unrealistic to organize without the additional day of accommodations.

Certification of No Recreational Activity and No Alcohol

Travel expenses paid for will not include expenditures for recreational activities.

Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Invitees

Members and staff from the House of Representatives will receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
04/23/2025 @ 08:38 PM

Trip End Date/Time:
04/25/2025 @ 07:38 PM

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

Yes No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: \$1,650.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Airfare	Coach	\$1,500.00
Note Roud trip		
Ground Transportation	Coach	\$150.00
Note Shuttle bus		

Lodging (Per Member/Officer/Employee: \$376.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/23/2025	04/25/2025	AC Bellevue Marriot Hotel	Bellevue	Washington	United States	2	\$188.00	No

Meals (Per Member/Officer/Employee: \$79.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/24/2025	\$15.00	\$20.00	\$44.00	\$0.00	\$79.00	Redmond	Washington	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$0.00)

Expense Type	Amount	Notes
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There are no miscellaneous expenses.

Additional Attachments

Document Name

There are no additional attachments.

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Microsoft Congressional Staff Delegation Trip
Travel Date(s): April 23, 2025 to April 25, 2025
Travel Destination(s): Redmond, WA

Sponsor: Microsoft Corporation

Michaela Berendt
(printed name of sponsor representative)

Program Manager, USGA
(title)

Michaela Berendt
(signature of sponsor representative)

03/11/2025
(date)

First Name	Last Name	Title	Office or Committee (Please spell out in full for compliance)
Reema	Dodin	Chief of Staff	Senator Brian Schatz
Steve	Abbott	Chief of Staff	Senator Susan Collins
Brian	Abraham	Chief of Staff	Senator Jim Justice
Jon	Adame	Chief of Staff	Senator Marsha Blackburn
Charles	Adams	Deputy Chief of Staff	Senator Jim Risch
Dan	Adelstein	National Security Advisor	Senator Mike Rounds
Dan	Adelstein	National Security Advisor	Senator Mike Rounds
Ryan	Alban	Deputy Chief of Staff / Legislative Director	Senator Ted Budd
Theresa	Allman	Legislative Assistant	Senator James Lankford
Erica	Andeweg	Senior Policy Advisor	Senator Deb Fischer
Rebecca	Angelson	Chief of Staff	Senator Jon Husted
Geoff	Antell	Chief of Staff	Office of the Majority Leader
Justin	Anthony	Deputy Chief of Staff	Senator Mark Lee
Clay	Armentrout	Chief of Staff	Senator Katie Britt
Laura	Atcheson	Legislative Director	Senator Dave McCormick
Dan	Auger	Legislative Director	Senator John Hoeven
Rebecca	Avitia	Chief of Staff	Senator Martin Heinrich
Wendy	Baig	Staff Director	Energy and Natural Resources Committee
Didier	Barjon		Senator Chuck Schumer
Audrey	Beck	Legislative Assistant	Office of the Majority Leader
Corey	Becker	Chief Counsel	Senator Lindsey Graham
Jeff	Bennett	National Security Advisor	Senator Angus King
Mike	Berg	Chief of Staff	Senator Tim Sheehy
Mike	Berry	Chief of Staff	Senator Ted Cruz
Ben	Blackmon	Counsel	Senator Marsha Blackburn
Amber	Bland	Legislative Director	Senator John Barrasso
Anais	Borjas		Senator Martin Heinrich (ENR)
Jake	Bornstein	Deputy Chief of Staff / Legislative Director	Senator John Curtis
Garrett	Boyle	Chief of Staff	Senator Lisa Murkowski
Drew	Brandewie	Chief of Staff	Senator John Cornyn
Andrew	Braun	Military Legislative Assitant	Senator Mike Rounds
Amelia	Breinig	Chief of Staff	Senator Pete Ricketts
Katie	Brown	Legislative Director	Senator Susan Collins
Conner	Brown	Counsel	Senator Cynthia Lummis
James	Buckley	Legislative Assistant	Senator Roger Marshall
Brad	Bunning	Chief of Staff	Senator John Barrasso
Dan	Burgess	Legislative Director	Senator John Boozman
Natalie	Burkhalter	Legislative Director	Senator Markwayne Mullin
Larry	Burton	Chief of Staff	Senator Dan Sullivan
Jimmy	Byrn	National Security Advisor	Senator Dan Sullivan

Craig	Carbone	Chief of Staff	Senator Rick Scott
Jon	Cardinal		Senator Chuck Schumer
Terry	Carmack	Chief of Staff	Senator Mitch McConnell
Molly	Carpenter	Legislative Director	Senator Mike Crapo
Ben	Castagnetti		Senator Maria Cantwell (Commerce)
Francesco	Castella	Senior Policy Advisor	Senator Ted Budd
Omri	Ceren	Legislative Director	Senator Ted Cruz
Merav	Ceren	Deputy Policy Director	Commerce, Science and Technology Committee
Micah	Chambers	Legislative Director	Senator Kevin Cramer
Nicole	Christus	Deputy Staff Director	Commerce, Science and Technology Committee
Will	Clark	Legislative Aide	Senator Mitch McConnell
Chuck	Cogar	Chief of Staff	Senator Tim Scott
Brian	Colas	Staff Director	Senator Tom Cotton
James	Compton	Counsel	Senator Josh Hawley
John	Connell	Chief of Staff	Senator Todd Young
Sal	Corasaniti	Legislative Assistant	Senator Mike Crapo
Tim	Corley	Policy Director	Office of Majority Whip Barrasso
Kathryn	Cormack	Policy Counsel	Senator Jim Justice
Chance	Costello	Policy Advisor	Senator John Thune
Doug	Coutts	Chief of Staff	Senator Tom Cotton
Mark	Crowley	Legislative Director	Senator Jerry Moran
James	Cunningham	Deputy Chief of Staff	Senator Dave McCormick
Wesley	Davis	Legislative Director	Senator John Kennedy
Doug	Davis	Chief of Staff	Senator Cindy Hyde-Smith
Lucas	De Pieve	Legislative Director	Senator Bill Hagerty
Thomas	DeMatteo	General Counsel	Senator Mike Lee
Jasmine	Dimitriou	Staff Director	Senator Martin Heinrich (ENR)
Jordan	Doufexis	Chief of Staff	Senator Tommy Tuberville
Yara	Doumit		Senator Chuck Schumer
Andy	Downing	Senior Legislative Assistant	Senator Tim Sheehy
Naz	Durakoglu	Staff Director	Senator Jeanne Shaheen (SFRC)
Veronica	Duran	Chief of Staff	Senator Cory Booker
Tony	Eberhard	Chief of Staff	Senator John Hoeven
John	Ehrett	Chief Counsel	Senator Josh Hawley
Erik	Elam	Deputy Chief of Staff / Legislative Director	Senator Dan Sullivan
Olivia	Elkins	Military Legislative Assistant	Senator Patty Murray
Robyn	Engibous	Deputy Chief of Staff	Senator Dan Sullivan
Tom	Erb		Senator John Hickenlooper
Madison	Erstine	Legislative Director	Senator Tom Cotton

Ben	Esposito	Legislative Assistant	Senator Josh Hawley
Kelly	Fabian	Counsel	Senator Maria Cantwell (Commerce)
Elizabeth	Falcone	Chief of Staff	Senator Mark Warner
Maddie	Fleenor	Research Assistant	Homeland Security and Governmental Affairs Committee
Jon	Foltz	Deputy Chief of Staff / Legislative Director	Senator Rick Scott
Carmen	Frias	Chief of Staff	Senator Mark Kelly
Lynda	Garcia	Chief Counsel	Senator Cory Booker (Judiciary)
Jacob	Gattman	National Security Advisor	Senator Tim Sheehy
Kathleen	Gayle	Legislative Director	Senator Mike Rounds
Tiffany	Ge	Deputy Chief of Staff / Legislative Director	Senator Mitch McConnell
Dan	Gerig	Legislative Director	Senator Steve Daines
Herman	Gesser	Chief Counsel	Senator John Kennedy
Lisa	Goeas	Chief of Staff	Senator Joni Ernst
Aaron	Gottesman	Executive Director	Senator Joni Ernst
Brad	Grantz	Staff Director	Commerce, Science and Technology Committee
Josh	Grantz	Legislative Director	Senator Tim Scott
Mark	Gruman	Chief of Staff	Senator Kevin Cramer
Katie	Hadji	Legislative Director	Senator Bill Cassidy
Gary	Haglund	Policy Advisor	Senator Bill Cassidy
Jonathan	Hale		Senator Maria Cantwell (Commerce)
Caryn	Hamner	National Security Advisor	Senator Deb Fischer
Tyler	Hardy	Deputy Chief of Staff	Senator John Hoeven
Arya	Hariharan		Senator Dick Durbin (Judiciary)
Ethan	Harper	General Counsel	Senator Eric Schmitt
James	Hart	National Security Advisor	Senator Eric Schmitt
James	Hart	National Security Advisor	Senator Eric Schmitt
Patrick	Hayes	Chief of Staff	Senator John Hickenlooper
Lucas	Heitkamp	Legislative Assistant	Senator Mike Rounds
William	Henderson	Chief of Staff	Senator Rand Paul
Ben	Hendricks	Counsel	Senator Amy Klobuchar
Mike	Henry	Chief of Staff	Senator Tim Kaine
Toni-Marie	Higgins	Chief of Staff	Senator John Boozman
Dan	Hillenbrand	Legislative Director	Senator Roger Wicker
Garrison	Holmberg	Deputy Legislative Director	Senator Jerry Moran
Mark	Isakowitz	Chief of Staff	Senator Dave McCormick
J.T.	Jezierski	Chief of Staff	Senator Shelley Moore Capito
Ryan	Kaldahl	National Security Advisor	Office of the Majority Leader
Abbey	Kane	Defense Policy Advisor	Senator Jeanne Shaheen
Max	Katz		Senator Martin Heinrich (ENR)

David	Keller	Chief of Staff	Senator Jim Banks
James	Kelly	Chief of Staff	Senator Jerry Moran
Joeeun	Kim	National Security Advisor	Senator Mark Kelly
Kaitlin	Kleiber	Senior Defense Policy Advisor	Senator Tim Kaine
Tucker	Knott	Chief of Staff	Senator Ted Budd
Colby	Kuhns	National Security Advisor	Senator Kevin Cramer
Dan	Kunsman	Chief of Staff	Office of Majority Whip Barrasso
Katie	Lane	Chief Counsel	Senator Marsha Blackburn
Rita	Lari	Chief Counsel	Senator Chuck Grassley
Phil	Letsou	Chief of Staff	Senator Bernie Moreno
Emily	Leviner	Chief of Staff	Senator Deb Fischer
Zach	Lewis	Policy Advisor	Senator Mark Warner
Leah	Li		Senator Brian Schatz
Mindi	Linguist	Chief of Staff	Senator Patty Murray
J.D.	Logan	Legislative Assistant	Senator Mike Lee
James	Longley	Legislative Assistant	Senator Shelley Moore Capito
Chance	Lott	Legislative Assistant	Senator Kevin Cramer
Eliza	Lundy	Military Legislative Assitant	Senator Cindy Hyde-Smith
Connor	Lynch	Legislative Assistant	Senator Jim Risch
Alison	MacDonald	Chief of Staff	Senator Jeanne Shaheen
Geoff	MacLeay	Chief Counsel	Senator Thom Tillis
Nick	Malatesta	Policy Advisor	Senator Mark Warner
William	Mallison	National Security Advisor	Senator Jim Banks
John	Maniscalco	Legislative Director	Senator Rand Paul
James	Mann	Legislative Director	Senator Shelley Moore Capito
Michael	Marn	Legislative Assistant	Senator Marsha Blackburn
Jay	Maroney	Senior Council/Military Legislative Assistant	Senator Richard Blumenthal
Rafi	Martina	Senior Policy Advisor	Senator Mark Warner (SSCI)
Michael	Mets	Legislative Assistant	Senator Susan Collins
Arthur	Miller	National Security Advisor	Senator Markwayne Mullin
Darin	Miller	Chief of Staff	Senator Cynthia Lummis
Kendall	Moore	Legislative Director	Senator Cindy Hyde-Smith
Ashley	Nagel		Senator Brian Schatz
Andrew	Nam	Legislative Assistant	Senator Pete Ricketts
Dave	Natonski	Chief of Staff	Senator Markwayne Mullin
Stephen	Newton	Legislative Director	Senator Katie Britt
Corey	Norman	Chief of Staff	Senator John Curtis
Lee	Norton	Legislative Aide	Senator Tommy Tuberville
Lauren	O'Brien	Legislative Director	Senator Todd Young
Raymond	O'Mara		Senator Chuck Schumer
Derek	Osborn	Chief of Staff	Senator James Lankford
Julia	Pan		Senator Maria Cantwell (Commerce)
Emily	Park		Senator Gary Peters (HSGAC)

Shil	Patel	Chief of Staff	Senator Thom Tillis
Jimmy	Peacock	Chief of Staff	Senator Eric Schmitt
Richard	Perry	Chief of Staff	Senator Lindsey Graham
Will	Poff-Webster		Senator Brian Schatz
Chris	Prandoni	Deputy Staff Director	Energy and Natural Resources Committee
James	Quinn	Chief of Staff	Senator Bill Cassidy
Angela	Ramponi	Legislative Director	Senator Lisa Murkowski
Scott	Rausch	Policy Advisor	Senator Ron Johnson
Ken	Reidy	Chief of Staff	Senator Tammy Baldwin
Max	Richards	Legislative Director	Senator Eric Schmitt
Sean	Riley	Chief of Staff	Senator Ron Johnson
Edgar	Rivas	Senior Policy Advisor	Senator John Hickenlooper
Gray	Rixey	Legislative Assistant	Senator Thom Tillis
Brent	Robertson	Chief of Staff	Senator Roger Marshall
Drew	Robinson	General Counsel	Senator Katie Britt
Matt	Robinson	Legislative Assistant	Senator Lisa Murkowski
Dylan	Rogers	Legislative Assistant	Senator John Barrasso
Amit	Ronen	Chief of Staff	Senator Maria Cantwell
Peyton	Roth	Legislative Director	Senator Jim Banks
Justin	Roth	Chief of Staff	Senator Ashley Moody
Andrew	Rothe	Legislative Director	Senator Bernie Moreno
Mayra	Salinas	Counsel	Senator Mark Kelly
Carols	Sanchez	Chief of Staff	Senator Ben Lujan
Robby	Saunders	Senior Policy Advisor	Senator Rick Scott
Leah	Schaefer	Policy Advisor	Senator John Curtis
Hannah	Schwartz	Military Legislative Assitant	Senator Shelley Moore Capito
Sarah	Seitz	Legislative Director	Senator James Lankford
Baz	Selassie	Legislative Director	Senator Amy Klobuchar
Josh	Sizemore	Senior Policy Advisor	Senator Steve Daines
Alexandra	Slocum	Policy Advisor	Senator Markwayne Mullin
Shannon	Smith		Senator Maria Cantwell (Commerce)
Jake	Smith	Policy Advisor	Senator John Cornyn
Beth	Spivey	Chief of Staff	Senator Roger Wicker
Clayton	Stein	Legislative Assistant	Senator Rick Scott
Caitlyn	Stephenson	Chief of Staff	Senator Gary Peters
Adam	Stewart	Legislative Director	Senator Cynthia Lummis
Kaitlin	Stoddard	Legislative Director	Senator Tommy Tuberville
David	Stokes	Chief of Staff	Senator John Kennedy
Jamie	Susskind	Legislative Director	Senator Marsha Blackburn
Stephen	Tausend	Legislative Director	Senator John Cornyn
Adam	Telle	Chief of Staff	Senator Bill Hagerty
Darin	Thacker	Chief of Staff	Senator Steve Daines

Kendal	Tigner	Professional Staff Member	Homeland Security and Governmental Affairs Committee
Connor	Tomlinson	Senior Policy Advisor	Senator Ashley Moody
Kristen	Trindle	National Security Advisor	Senator Tom Cotton
Durva	Trivedi		Senator Cory Booker (Judiciary)
Rob	Van Kirk	Senior Legislative Assistant	Senator Bernie Moreno
Stephen	Voline	National Security Advisor	Senator Joni Ernst
Mark	Wait	Chief of Staff	Senator Mike Lee
Brianna	Walker		Senator Cory Booker (Judiciary)
Maggie	Ward	Legislative Director	Senator Jon Husted
Dezmond	Ward	Chief of Staff	Senator Mike Rounds
Corey	Weber	Legislative Director	Senator Thom Tillis
Henson	Webre	Senior Legislative Assistant	Senator John Kennedy
Chris	Weihs	Chief of Staff	Senator Josh Hawley
Adam	Wek	Legislative Director	Senator John Thune
Joel	Wellum	Policy Director	Commerce, Science and Technology Committee
Holmes	Whalen	Senior Counsel	Senator Markwayne Mullin
Susan	Wheller	Chief of Staff	Senator Mike Crapo
Ryan	White	Chief of Staff	Senator Jim Risch
Kaitlin	Williams	Senior Policy Advisor	Senator Lindsey Graham
Anna	Wilson	General Counsel	Senator Pete Ricketts
Brian	Winseck	Chief of Staff	Senator Chris Coons
William	Wu	Staff Director	Senator Mark Warner (SSCI)
Daniel	Yarbrough	Legislative Director	Senator Pete Ricketts
Cortney	Young	Policy Advisor	Senator John Cornyn
Robert	Zarate	National Security Advisor	Senator Bill Hagerty



Schedule

Wednesday, April 23, 2025

Start Time	End Time	Subject/Speaker	Location
5:20 pm	6:39 pm	Depart Salt Lake on DL871	SLC to SEA
8:35 pm		Arrival at SeaTac Airport <i>Meet the Stewart Transportation shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign.</i>	
8:42 pm	9:00 pm	Shuttle bus to hotel	
9:00 pm		HOTEL: AC Bellevue Downtown	AC Bellevue Downtown 208 106th Pl NE, Bellevue, WA 98004

Thursday, April 24, 2025

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	Shuttle Departs for Microsoft <i>Meet the Stewart Transportation shuttle driver in front of the AC Bellevue Downtown. The shuttle will depart at 8:00 am.</i>	
8:30 am	9:15 am	Welcome Breakfast and Opening Remarks Frank Cavaliere, General Manager of Congressional Affairs <i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	Executive Briefing Center (EBC) 16070 NE 36th Way Redmond, WA 98052
9:15 am	10:00 am	Gaming at Microsoft Briefing Linda Norman, CVP, Deputy General Counsel <i>Linda Norman will provide a high-level briefing on the gaming market, including considerations related to the recent Activision Blizzard acquisition and XBOX</i>	EBC Evergreen West
10:00 am	10:15 am	Break	



Start Time	End Time	Subject/Speaker	Location
10:15 am	11:45 am	Co-Pilot Demo and Responsible Artificial Briefing Alamandar Chaudhry, Business Program Manager Amanda Craig, Senior Director, Responsible AI Public Policy <i>Alamandar Chaudhry will demonstrate Microsoft's CoPilot technology. He will be accompanied by Amanda Craig who will provide commentary on Microsoft's vision for a responsible generative AI ecosystem. The Office of Responsible AI (ORA) was established in mid-2019 to bring policy and governance expertise to the responsible AI ecosystem at Microsoft.</i>	EBC Evergreen West
11:45 pm	12:00 pm	Break & Plate Lunch	
12:00 pm	12:30 pm	Lunch & LinkedIn Economic Graph Briefing Josh Connolly, Senior Manager, US Public Policy <i>Josh Connolly will present on the LinkedIn Economic Graph which provides unique insights into the world of work. LinkedIn's Economic Graph team partners with world leaders to analyze labor markets and recommend policy solutions to prepare the global workforce for the jobs of the future.</i>	EBC Evergreen West
12:30 pm	1:00 pm	Microsoft Philanthropies in the Community Mike Egan, GM, TechSpark <i>Mike Egan will present on Microsoft Philanthropies aims to empower nonprofits and communities through technology and social impact initiatives. Their mission focuses on three pillars: driving inclusive economic growth globally, using technology to solve societal problems, and earning trust while adapting to regulations</i>	EBC Evergreen West
1:00 pm	1:15 pm	Break	
1:15 pm	2:15 pm	Quantum Briefing & Tour of Microsoft Lab Hasan Ali, Associate General Counsel <i>Microsoft Azure Quantum innovates across every layer of the quantum stack, from software and applications to control and devices. This includes the pursuit of fault-tolerant topological qubits that scale towards a general-purpose quantum computer.</i>	Building 127 Quantum Lab
2:15 pm	2:30 pm	Break	
2:30 pm	3:30 pm	Microsoft Threat Intelligence Center Briefing Jason Norton, Vice President, Security Research <i>Microsoft Threat Intelligence Center (MISTIC) Briefing</i>	Building 127



Start Time	End Time	Subject/Speaker	Location
		<i>MISTIC is a business unit comprised of cyber threat actor-focused intelligence team that discovers, tracks, and disrupts threats to protect Microsoft customers and partners.</i>	
3:30 pm	3:45 pm	Shuttle to Redwest-C	
3:45 pm	4:45 pm	Digital Crimes Unit Tour Steven Masada, AGC, Digital Crimes Unit <i>Microsoft's Digital Crimes Unit (DCU) is an international team of technical, legal and business experts that has been fighting cybercrime to protect victims since 2008. We use our expertise and unique view into online criminal networks to uncover evidence so that we can make criminal referrals to appropriate law enforcement throughout the world. DCU technicians will lead a tour through the space.</i>	Redwest C DCU 5600 148th Ave NE Redmond, WA 98052
4:45 pm	5:00 pm	Shuttle to Building 6	
5:00 pm	6:30 pm	Happy Hour and Heavy Appetizers @ Craft75 <i>Optional walking tour of Microsoft's new campus, speakers from throughout the day will be invited to attend.</i>	
6:30 pm		Depart Microsoft for Hotel	

Friday, April 25, 2025

Start Time	End Time	Subject/Speaker	Location
	6:30 am	Shuttle from AC Bellevue Hotel to SeaTac Airport	
8:24 am	4:38 pm	Depart SeaTac Airport Alaska Airlines Flight AS0004	SEA to DCA