

Preparing for Capitol Hill: Logistics and Expectations



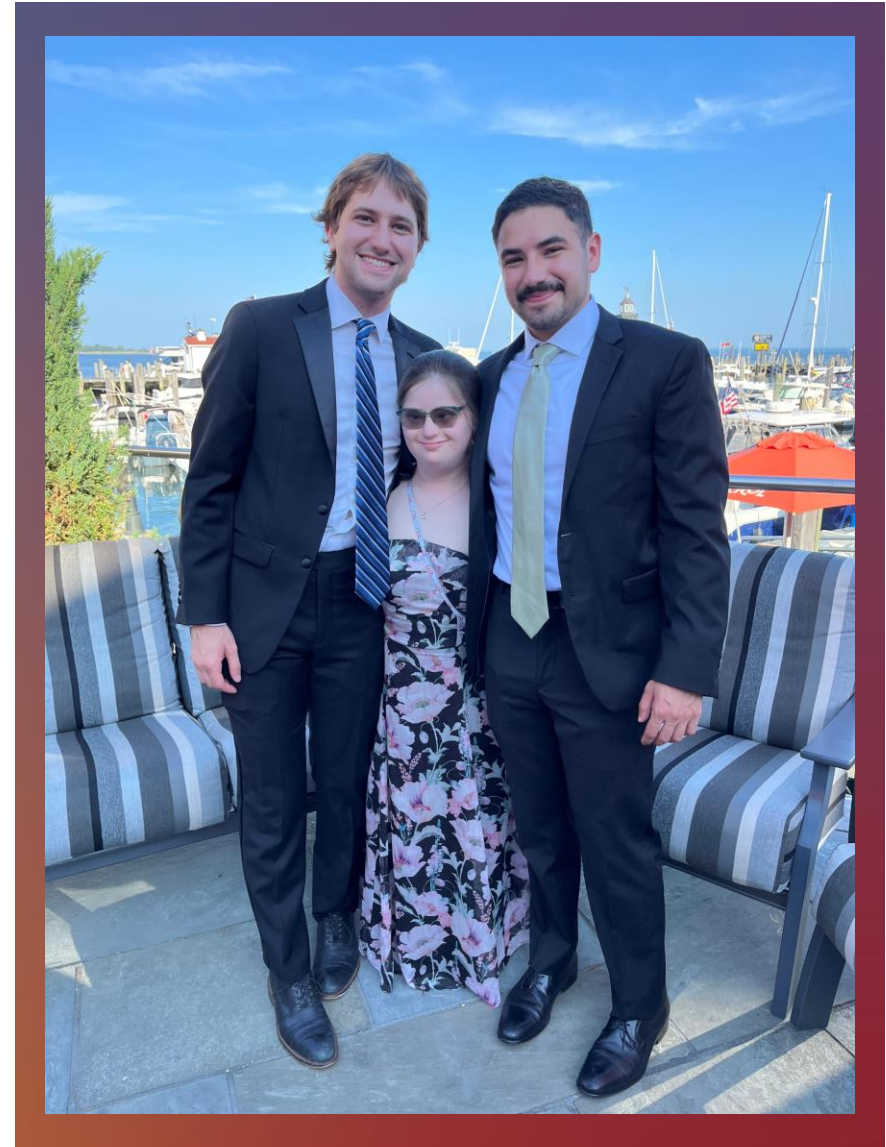
Micah Rothkopf
NDSC Policy & Advocacy Associate

Preparing for Capitol Hill

Logistics and Expectations

Micah Rothkopf

NDSC Policy & Advocacy Associate



Session Agenda: Your Day on the Hill

1. Congressional Breakfast Reception: **8:00 – 9:30 AM**
2. Navigating the Hill
3. Lunch
4. Packing Reminders
5. Team Captains
6. Hill Meetings
7. The App
8. Need Help?

Glossary of “Hill” Terms

Term	Definition
<i>The Hill / Capitol Hill</i>	<i>The area around the U.S. Capitol where Congress & offices are located</i>
<i>Member</i>	<i>An elected member of Congress: either a Senator or Representative</i>
<i>Staffer / Hill Staffer</i>	<i>A person who works for a Member of Congress</i>
<i>Sponsor</i>	<i>A Member who introduces a bill</i>
<i>Co-sponsor</i>	<i>A Member who formally supports an introduced bill</i>
<i>Bipartisan</i>	<i>Supported by Members of both political parties (Democrat & Republican)</i>
<i>Constituent</i>	<i>A person who lives in the area represented by a specific Member of Congress</i>

A photograph of the U.S. Capitol dome in Washington, D.C., viewed from a low angle. The dome is white with a large, ornate, ribbed structure. To the left, there are trees with bright orange and red autumn leaves. The sky is a clear, bright blue. The text "You're Invited!" is overlaid in large white letters on the right side of the image.

You're Invited!

Congressional Breakfast Reception

Sponsored by: Microsoft

Kennedy Caucus Room, SR-325

8:00 AM - 9:30 AM

Directions on your agenda

Getting to the Hill: Omni to Russell

	Uber/Lyft	Driving	Metro
Est. Time	20-30min	35-45min	40-50min
Parking	N/A	Union Station	N/A
Destination	Constitution Ave.	Union Station	Union Station

Connect with your Team Captain to coordinate travel plans throughout the day

When should you **leave**?

Uber/Lyft: 7:30 AM
Driving: 7:15 AM
Metro: 7:15 AM

When should you **arrive**?

Uber/Lyft: 7:45 AM
Driving: 7:45 AM
Metro: 7:45 AM

6:50 AM: Meet in the front lobby to walk to the metro or drive together; staff available to help

The Cost of a Round Trip

	Uber/Lyft	Driving	Metro
Approx. Cost	<i>\$22.00</i>	<i>\$25.00 parking + gas</i>	<i>\$5.00 – \$7.00</i>

Union Station Parking Address:

30 Massachusetts Ave, NE, Washington, D.C. 20002

Taking the Metro: how to buy a pass

Online:

1. **Apple Wallet:** *Buy and load passes using the Smart Trip mobile app*
2. **Google Waller:** *Buy and load passes on Google Wallet directly to your virtual Smart Trip card*
3. **Smart Trip account portal:** *Buy and add passes directly to your existing Smart Trip card (expect up to one hour for delivery)*

In Person:

At any Fare Vending Machine — located in all Metro Rail stations by the faregates:

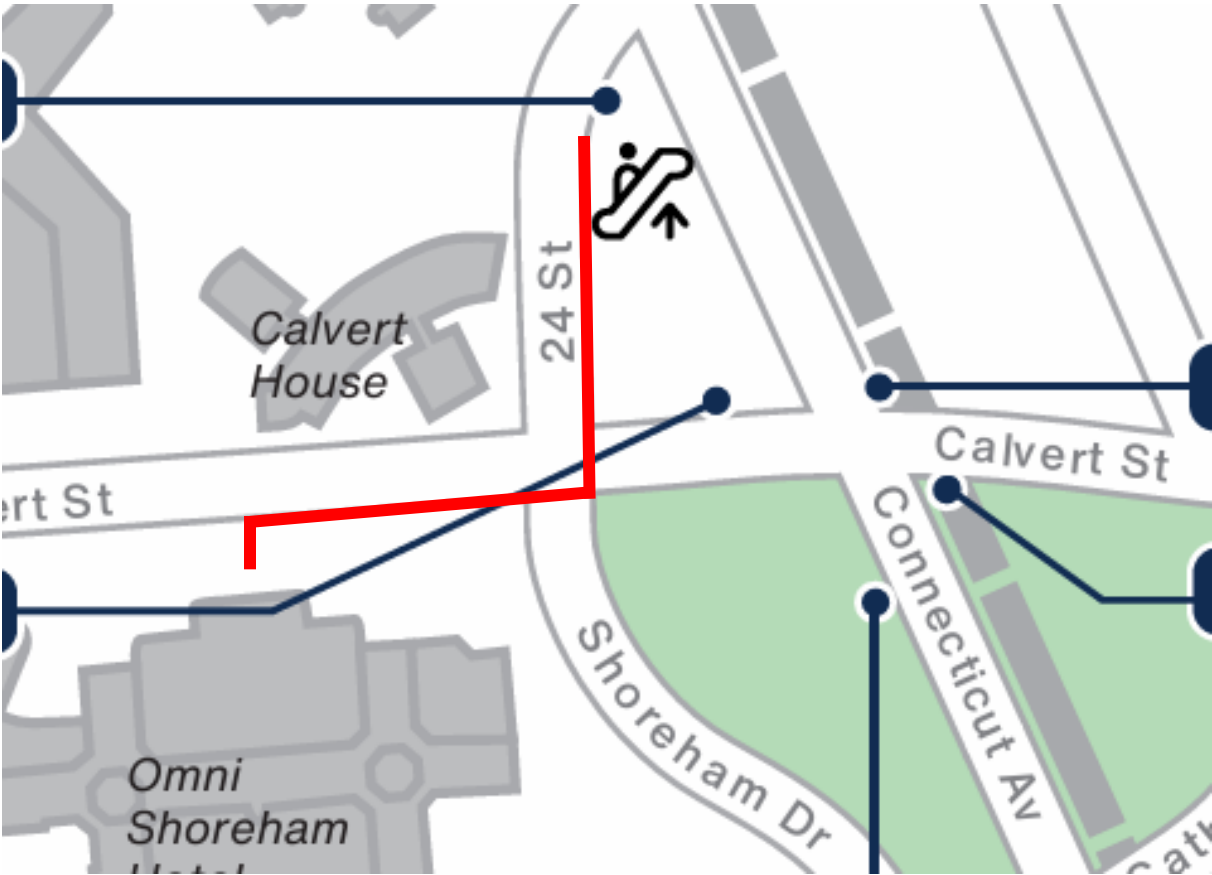
1. *Add to an existing Smart Trip card*
2. *Buy a pass on a new Smart Trip card (+\$2 new card fee)*

More information here: <https://www.wmata.com/pay/smart-trip.html>

Taking the Metro: how to buy a pass

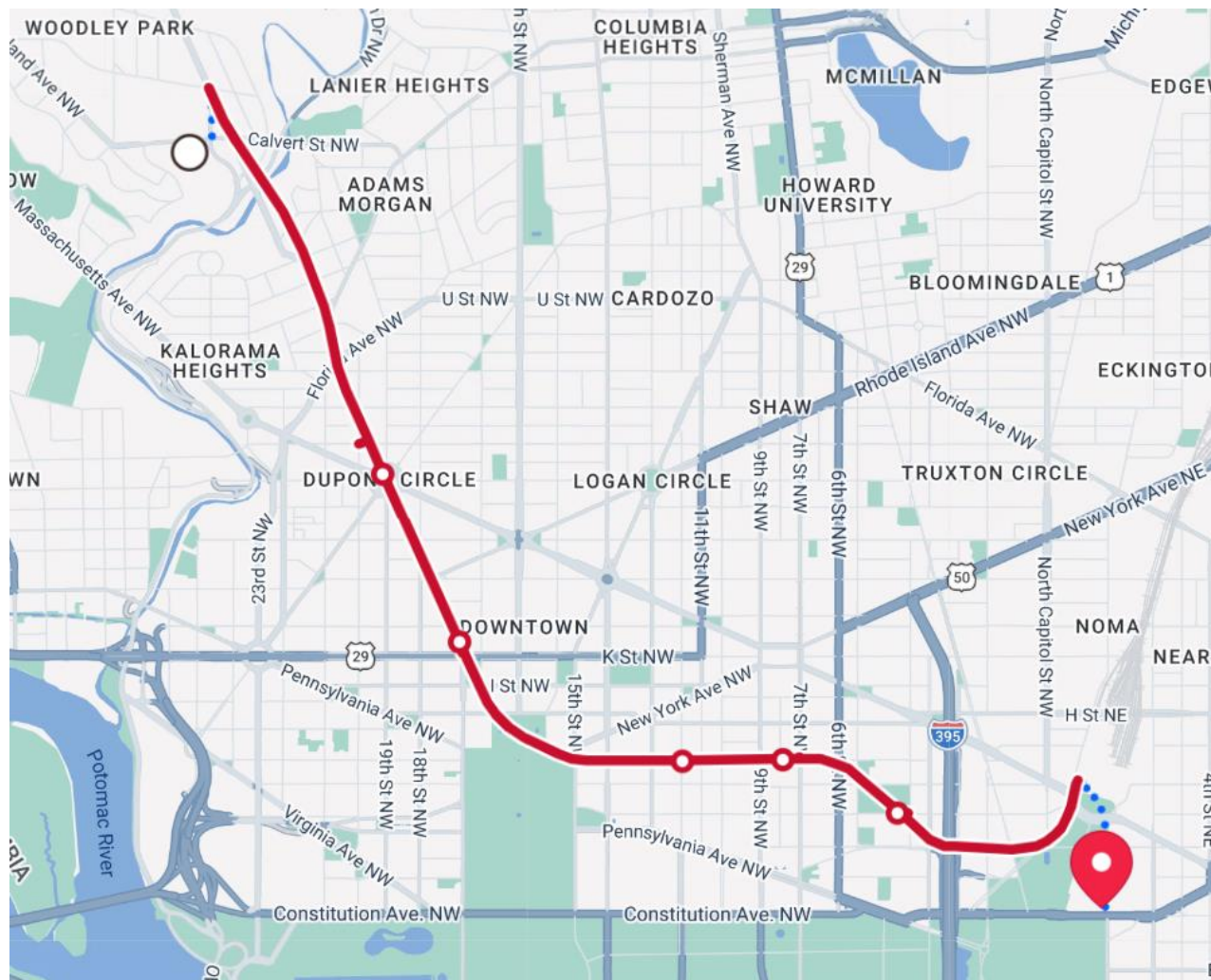


Taking the Metro



○	Origin
	Walk To Woodley Park
✓	0.29 Miles (9min)
	Woodley Park
○	
●	Glenmont
✓	5 Stops (10min)
	Union Station
○	
	Walk To 2 Constitution Ave NE, Washington, DC 20002, USA
✓	0.51 Miles (13min)
	2 Constitution Ave NE, Washington, DC 20002, USA

Taking the Metro



Origin

Walk To Woodley Park

✓ 0.29 Miles (9min)

Woodley Park

R Glenmont

✓ 5 Stops (10min)

Union Station

Walk To 2 Constitution Ave NE, Washington, DC 20002, USA

✓ 0.51 Miles (13min)

2 Constitution Ave NE, Washington, DC 20002, USA

Taking the Metro



Towards Hotel

You are here

Towards the Hill

Shady Grove

Woodley Park

Union Station

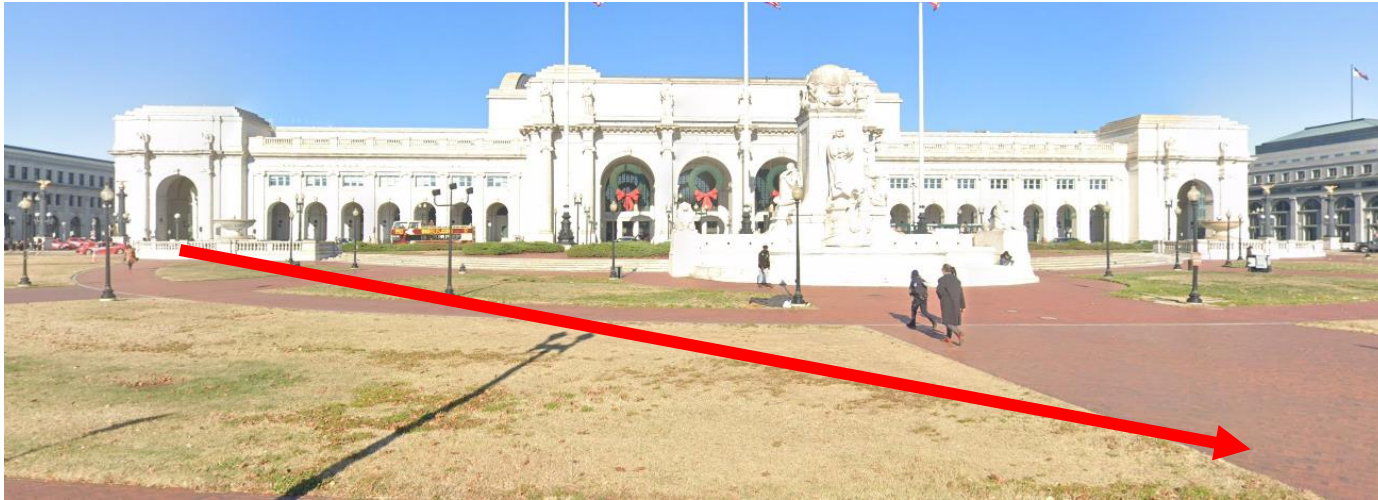
Glenmont



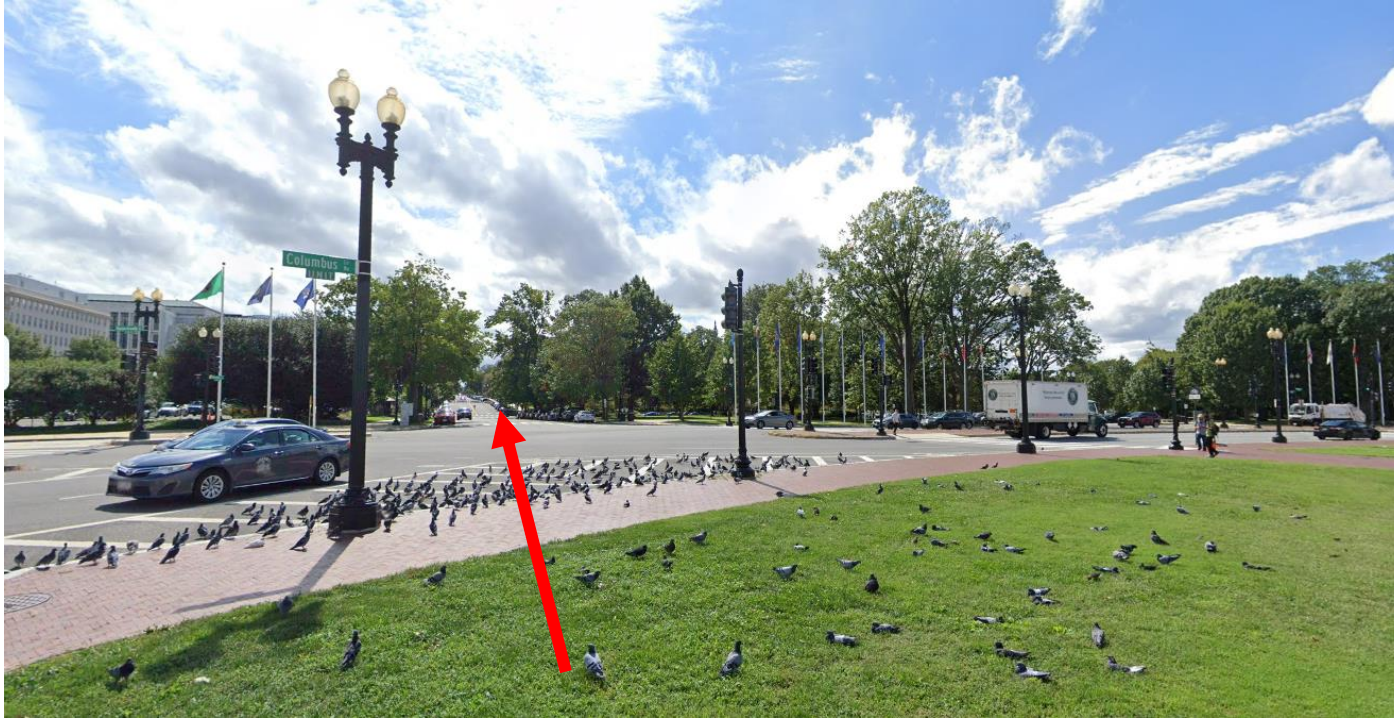
Taking the Metro: From Union Station



1. Exit the Metro
2. Exit Union Station
3. Walk out into the plaza



Taking the Metro: From Union Station



1. Exit the Metro
2. Exit Union Station
3. Walk out into the plaza
4. Cross the street towards **First Street**

Taking the Metro: From Union Station



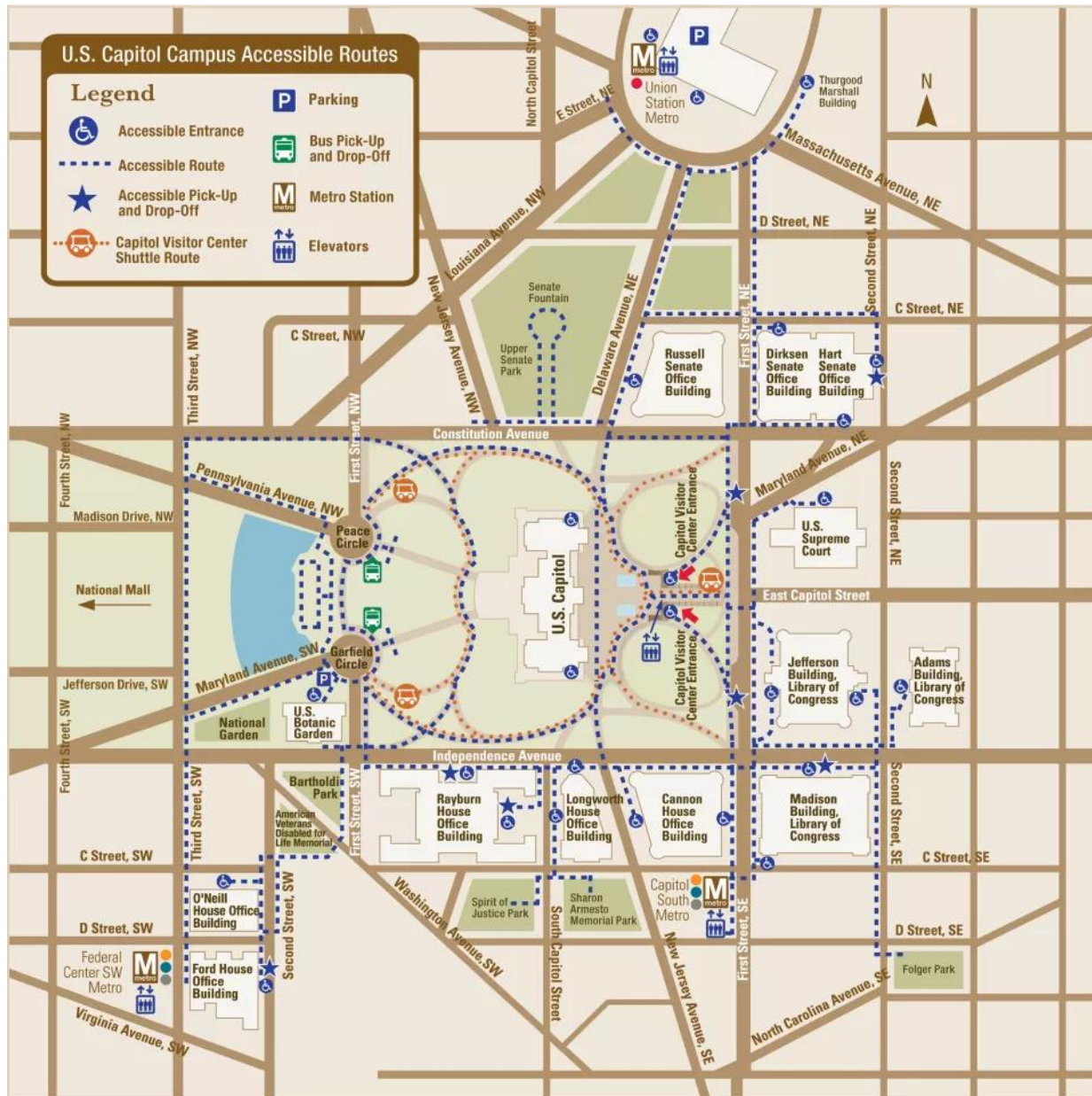
1. Exit the Metro
2. Exit Union Station
3. Walk out into the plaza
4. Cross the street and up
First Street NE
5. Continue up the hill

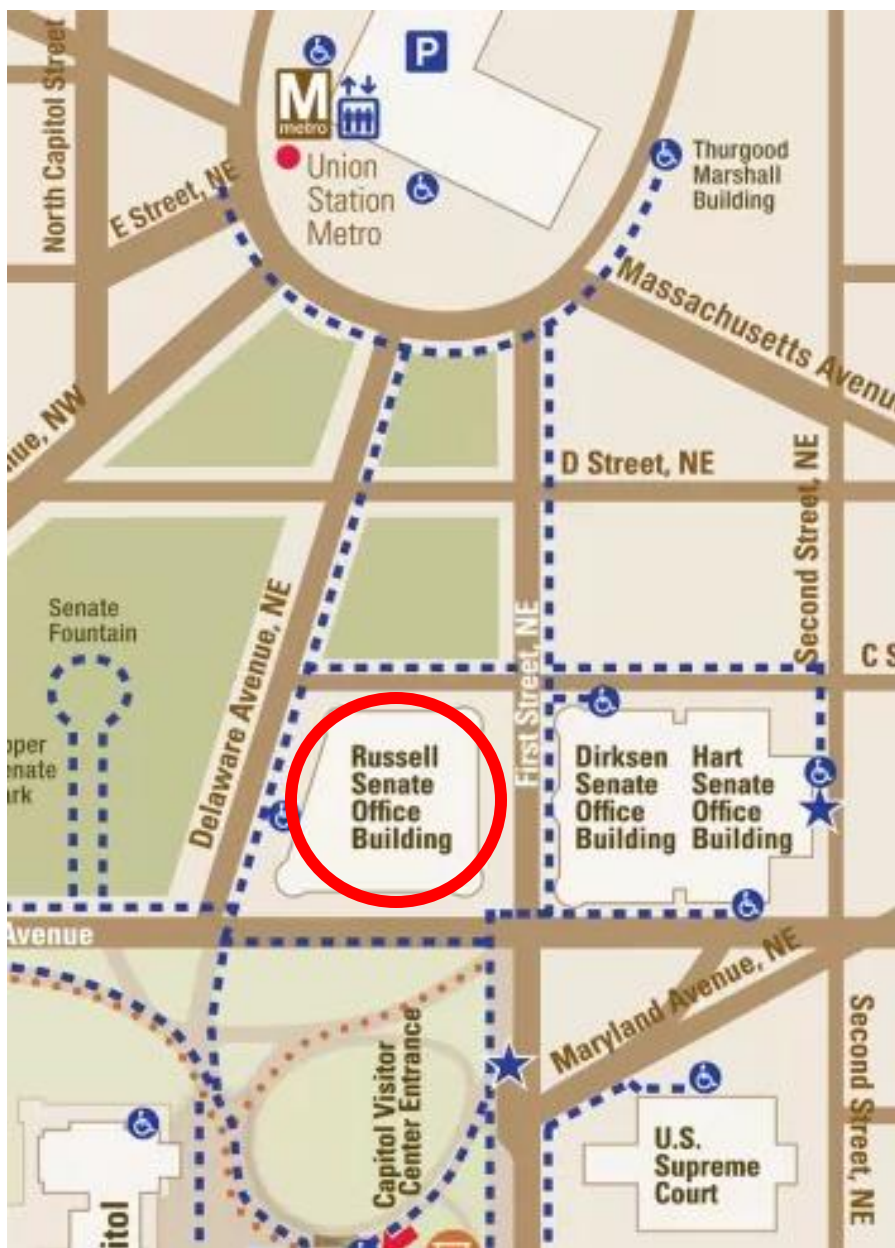
Taking the Metro: From Union Station



1. Exit the Metro
2. Exit Union Station
3. Walk out into the plaza
4. Cross the street and up **First Street NE**
5. Continue up the hill
6. Turn on Constitution Ave. and look for “public entrance” signs into Russell

Plan for 15-30min to get through security





Senate Side

Senate Office Buildings:

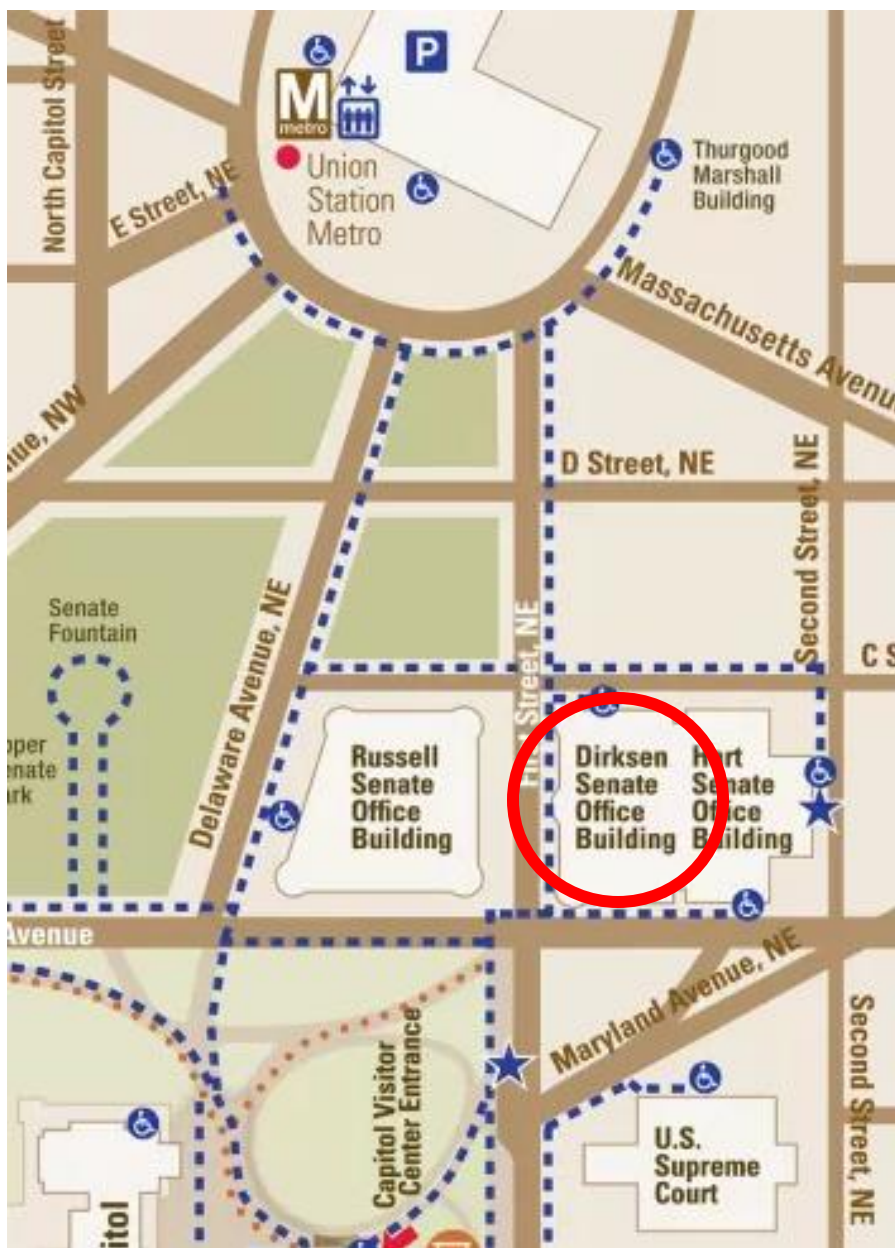
- Russell Senate Office Building
- Dirksen Senate Office Building
- Hart Senate Office Building

Metro accessible via Union Station

Uber drop-off on Constitution Ave.

Prefixes to know:

- Russell – SR
- Dirksen – SD
- Hart – SH



Senate Side

Senate Office Buildings:

- Russell Senate Office Building
- Dirksen Senate Office Building
- Hart Senate Office Building

Metro accessible via Union Station

Uber drop-off on Constitution Ave.

Prefixes to know:

- Russell – SR
- Dirksen – SD
- Hart – SH



Senate Side

Senate Office Buildings:

- Russell Senate Office Building
- Dirksen Senate Office Building
- Hart Senate Office Building

Metro accessible via Union Station

Uber drop-off on Constitution Ave.

Prefixes to know:

- Russell – SR
- Dirksen – SD
- Hart – SH



Senate Side

Senate Office Buildings:

- Russell Senate Office Building
- Dirksen Senate Office Building
- Hart Senate Office Building

Metro accessible via Union Station

Uber drop-off on Constitution Ave.

Prefixes to know:

- Russell – SR
- Dirksen – SD
- Hart – SH

Russell Senate Office Building

Public Entrances

2

6

7

Staff Entrances Only

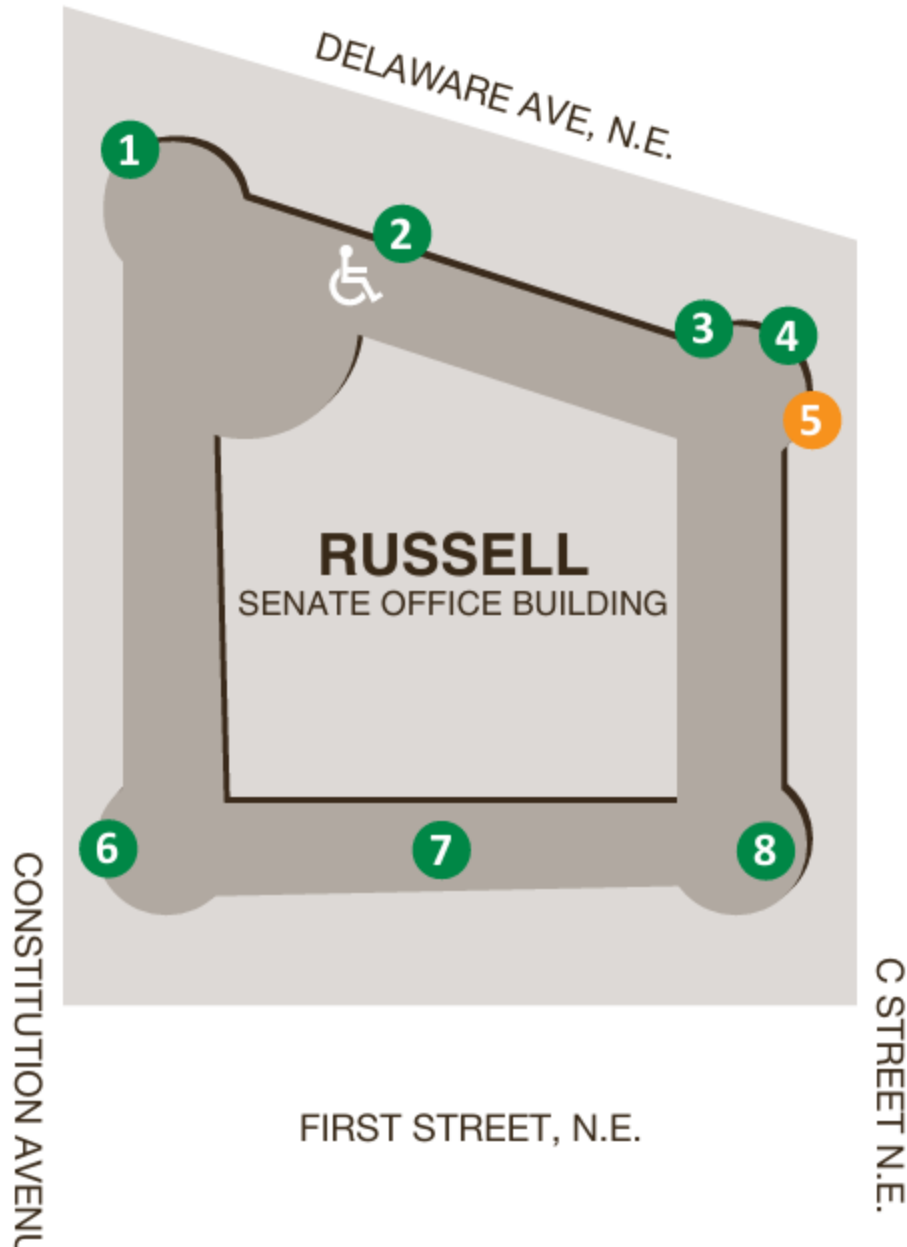
1

3

4

5

8



Dirksen & Hart Office Buildings

Public Entrances

9

11

16

Staff Entrances / Inaccessible

15

10

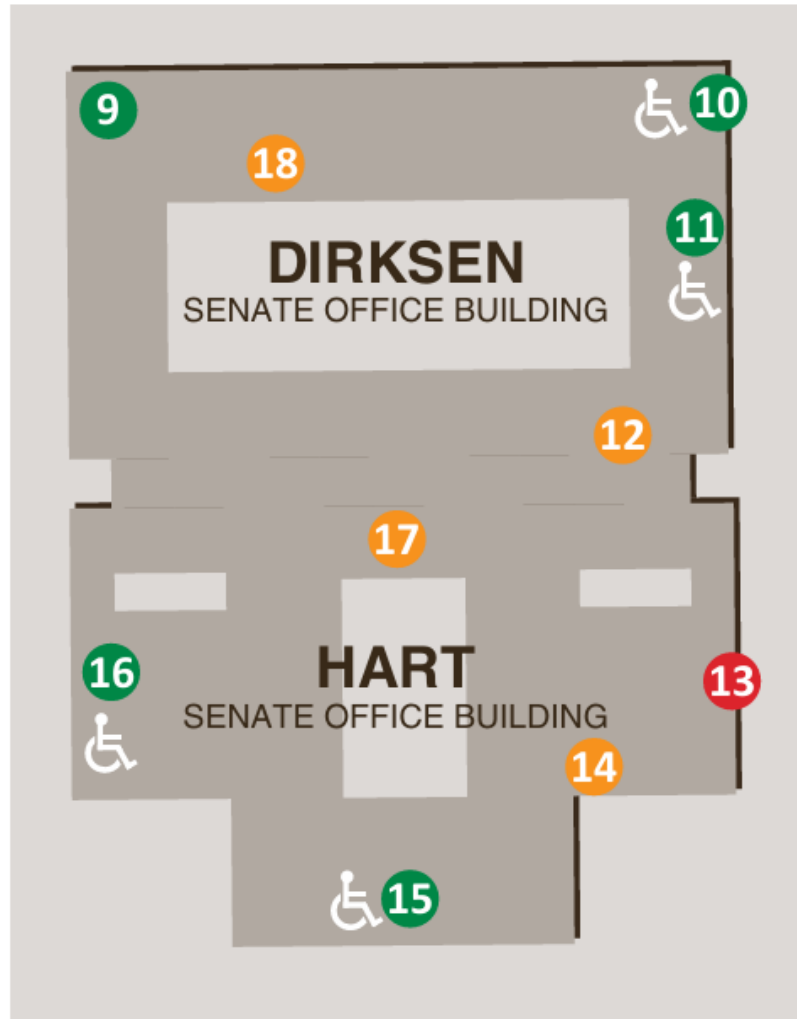
12

14

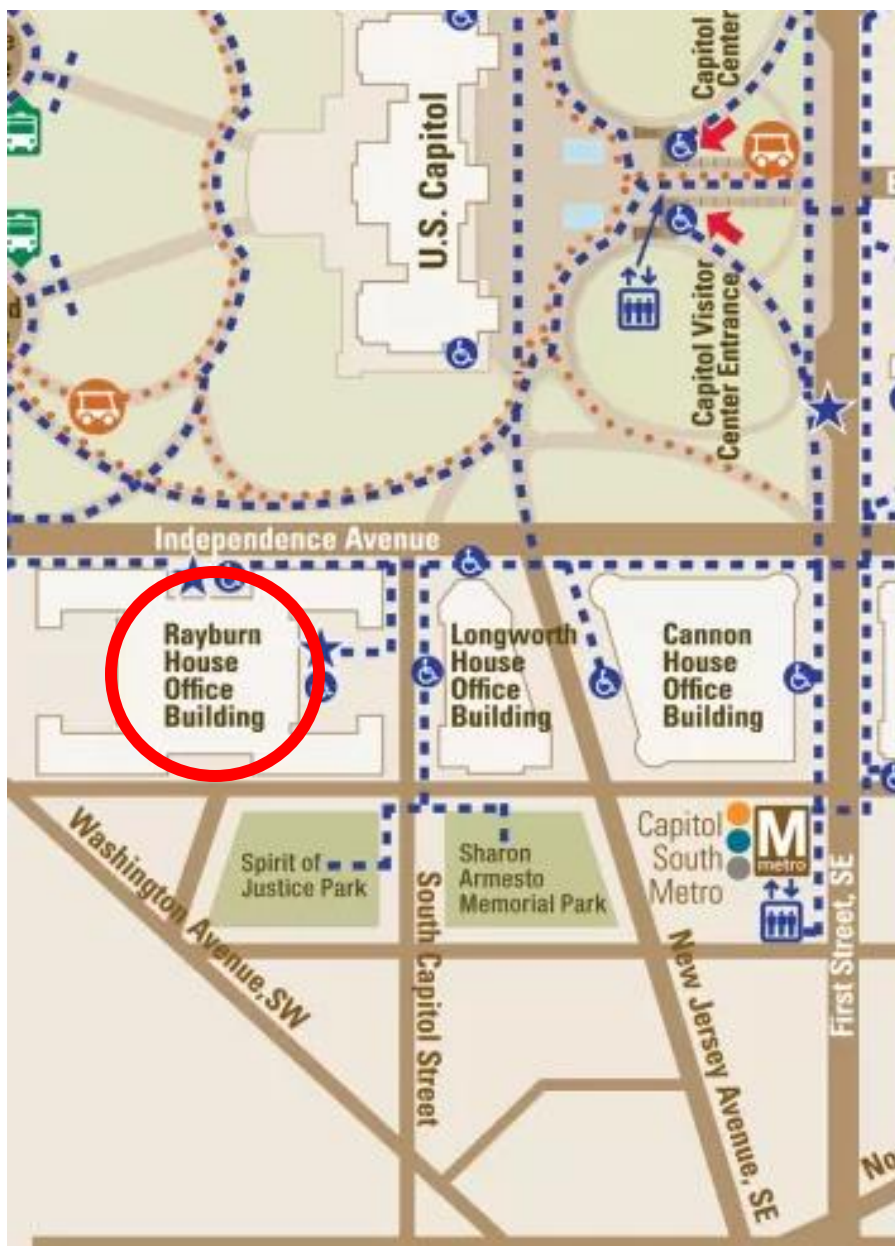
17

18

13



SECOND STREET, N.E.



House Side

House Office Buildings:

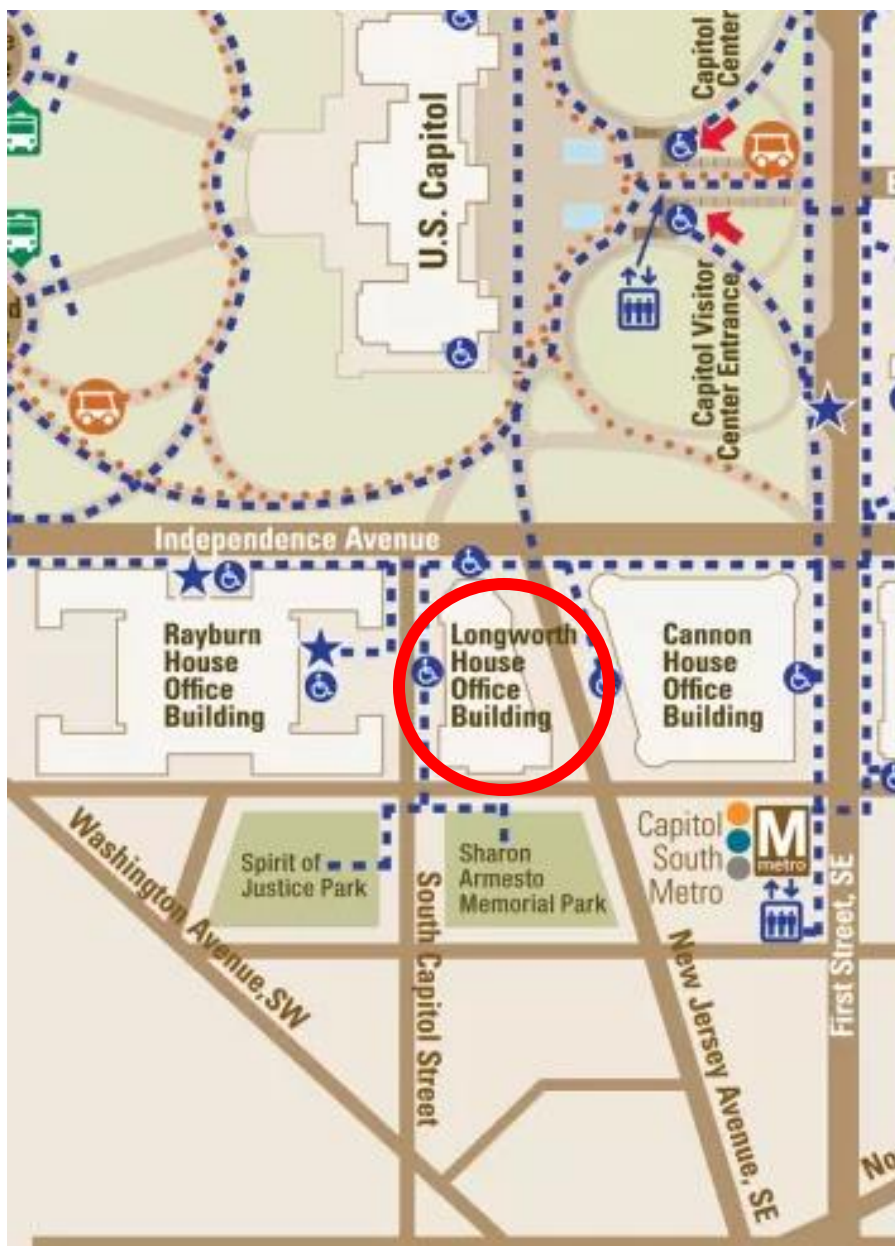
- Rayburn House Office Building
- Longworth House Office Building
- Cannon House Office Building

Metro accessible via Capitol South

Uber drop-off on Independence Ave.

Building Numbers:

- Cannon (CHOB) – 0
- Longworth (LHOB) – 1
- Rayburn (RHOB) – 2



House Side

House Office Buildings:

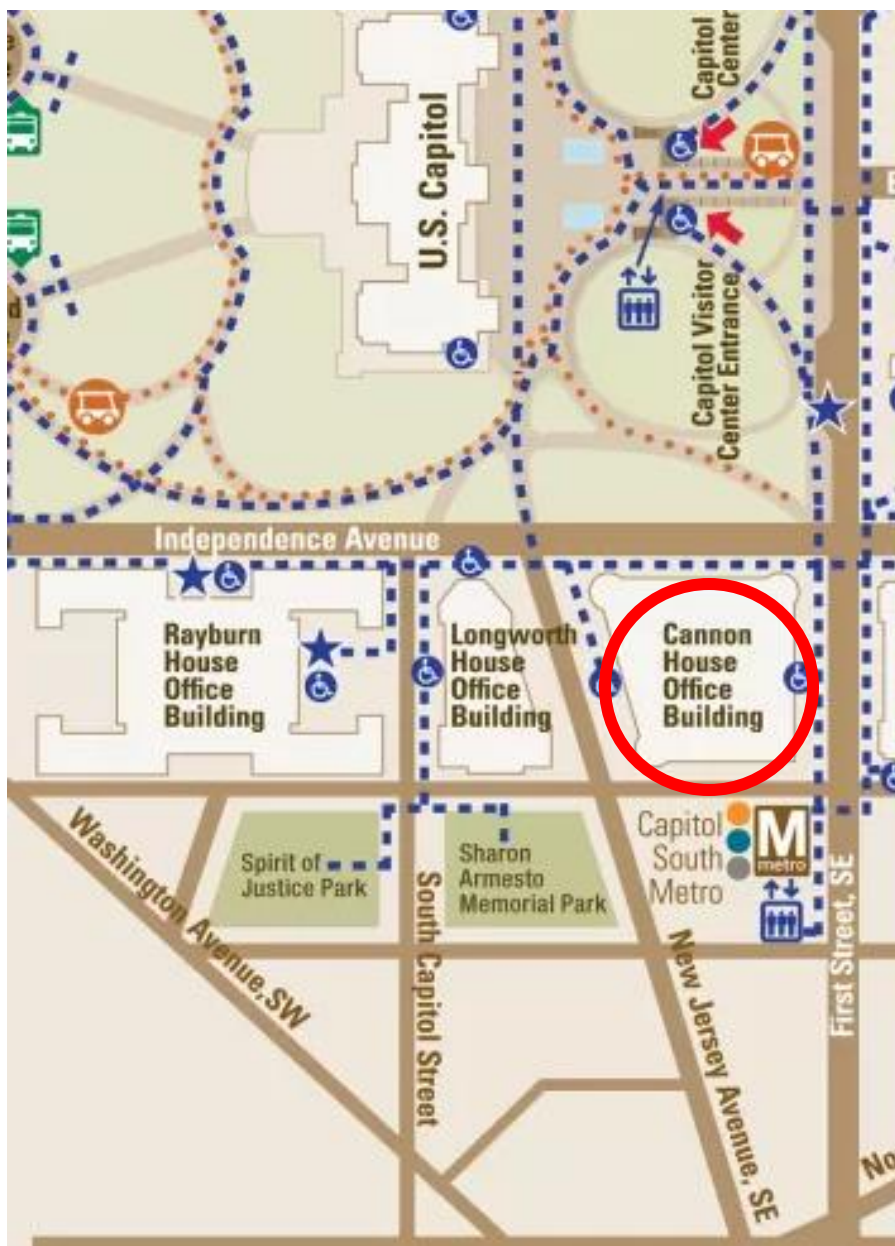
- Rayburn House Office Building
- Longworth House Office Building
- Cannon House Office Building

Metro accessible via Capitol South

Uber drop-off on Independence Ave.

Building Numbers:

- Cannon (CHOB) – 0
- Longworth (LHOB) – 1
- Rayburn (RHOB) – 2



House Side

House Office Buildings:

- Rayburn House Office Building
- Longworth House Office Building
- Cannon House Office Building

Metro accessible via Capitol South

Uber drop-off on Independence Ave.

Building Numbers:

- Cannon (CHOB) – 0
- Longworth (LHOB) – 1
- Rayburn (RHOB) – 2



House Side

House Office Buildings:

- Rayburn House Office Building
- Longworth House Office Building
- Cannon House Office Building

Metro accessible via Capitol South

Uber drop-off on Independence Ave.

Building Numbers:

- Cannon (CHOB) – 0
- Longworth (LHOB) – 1
- Rayburn (RHOB) – 2

House Side

House Office Buildings:

- Rayburn House Office Building
- Longworth House Office Building
- Cannon House Office Building

Metro accessible via Capitol South

Uber drop-off on Independence Ave.

Building Numbers:

- Cannon (CHOB) – 0
- Longworth (LHOB) – 1
- Rayburn (RHOB) – 2



House Side

Rayburn, Longworth, and Cannon

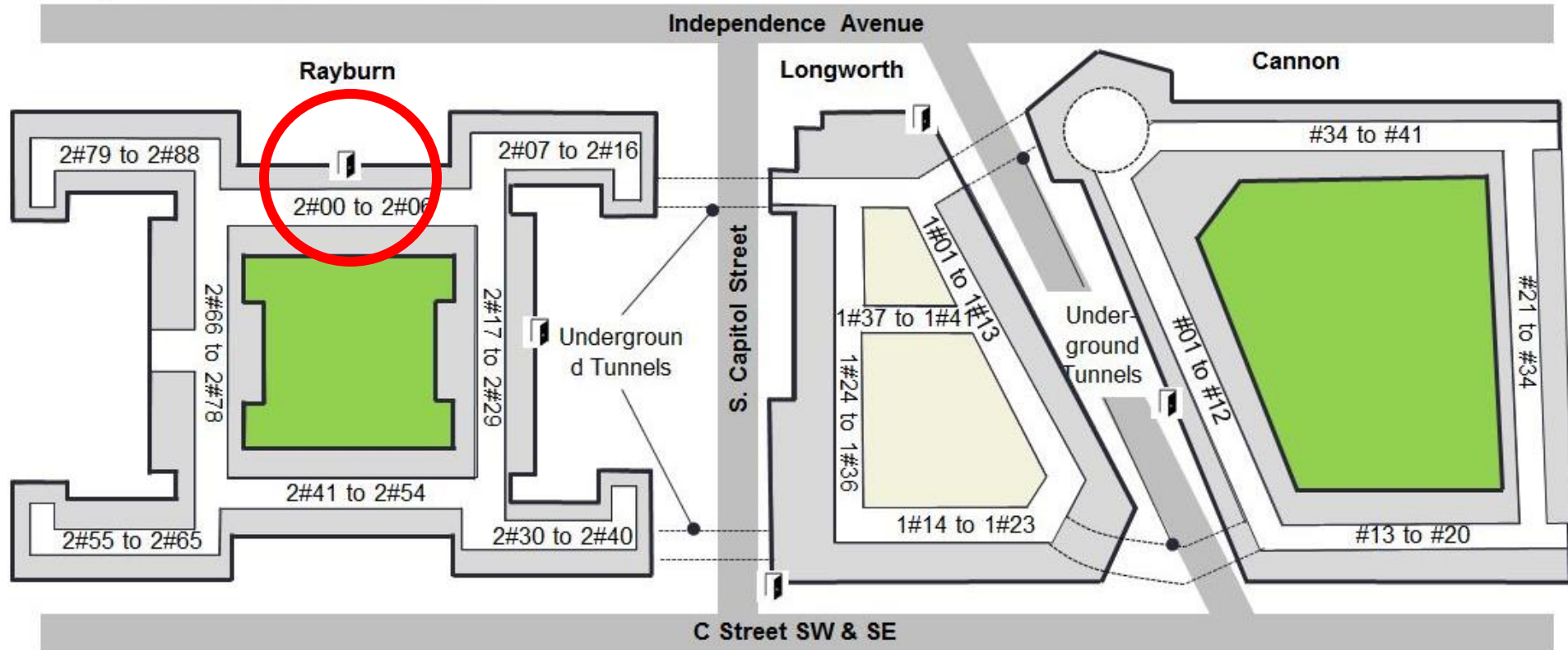
- Enter on Independence Ave.

Remember:

- Always check the signs to see if it says “visitor entrance” or “staff entrance”

Remember:

- You can always ask for help



House Side

Rayburn, Longworth, and Cannon

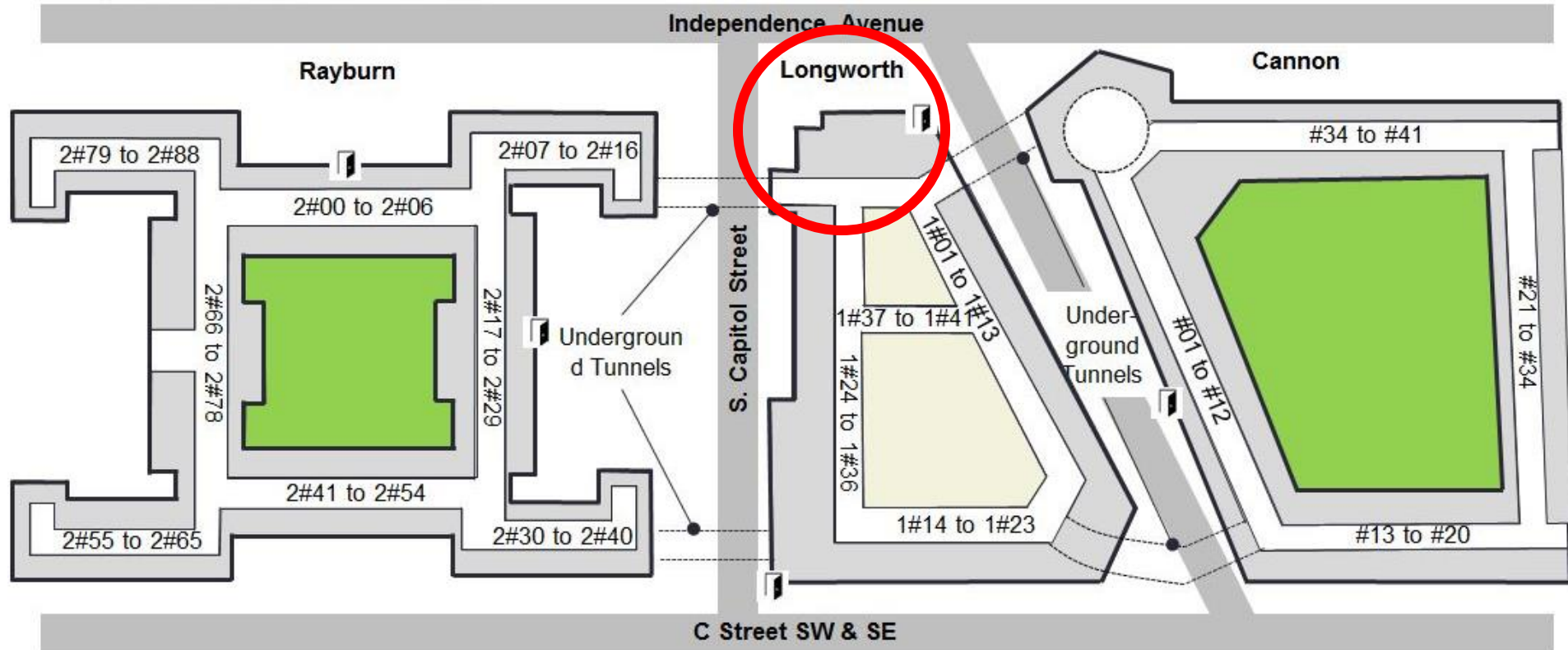
- Enter on Independence Ave.

Remember:

- Always check the signs to see if it says “visitor entrance” or “staff entrance”

Remember:

- You can always ask for help



House Side

Rayburn, Longworth, and Cannon

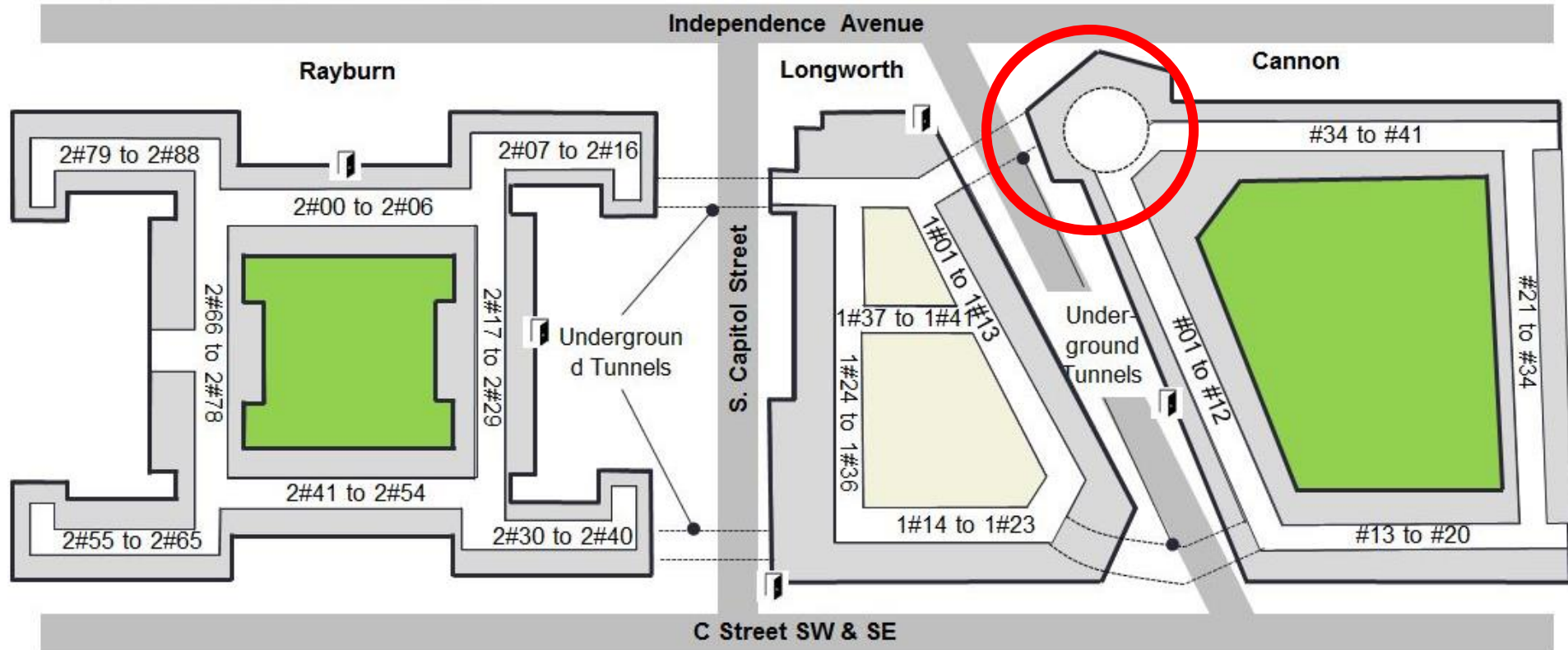
- Enter on Independence Ave.

Remember:

- Always check the signs to see if it says “visitor entrance” or “staff entrance”

Remember:

- You can always ask for help



House Side

Rayburn, Longworth, and Cannon

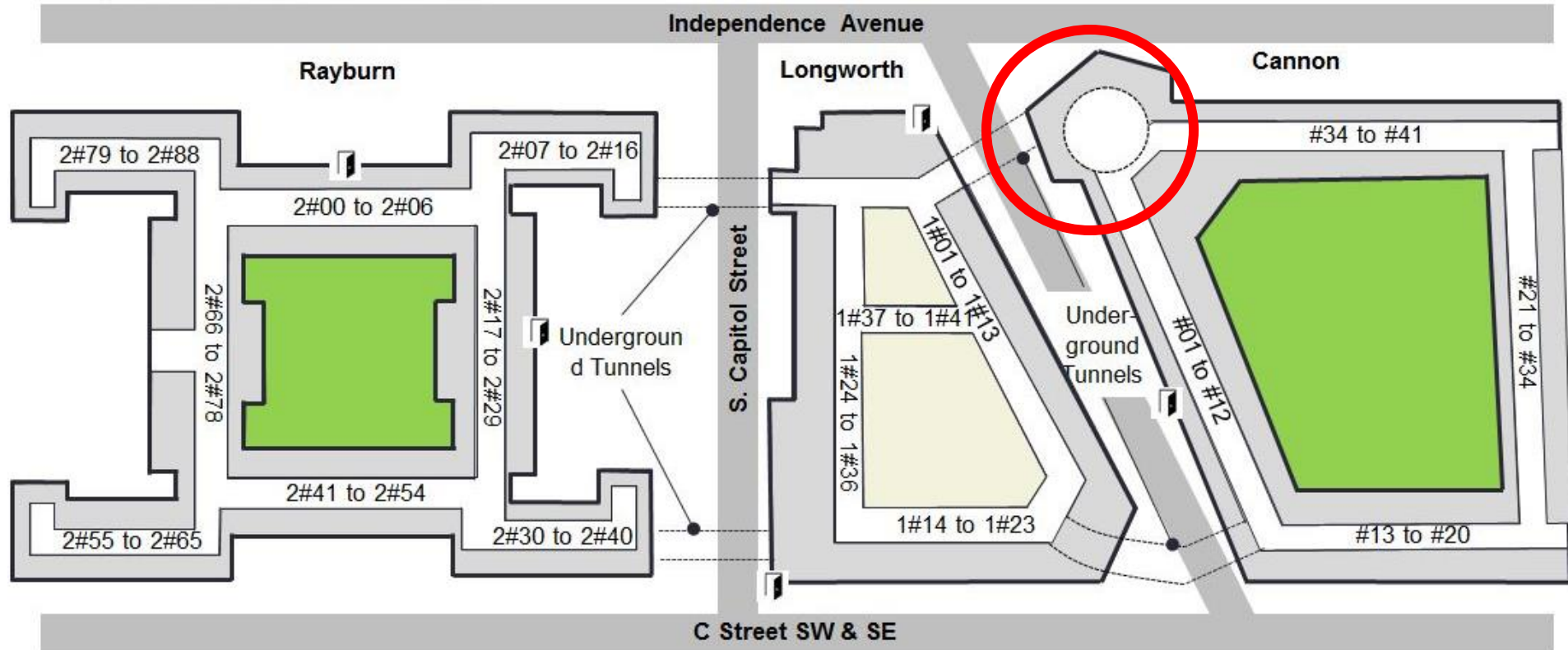
- Enter on Independence Ave.

Remember:

- Always check the signs to see if it says “visitor entrance” or “staff entrance”

Remember:

- You can always ask for help



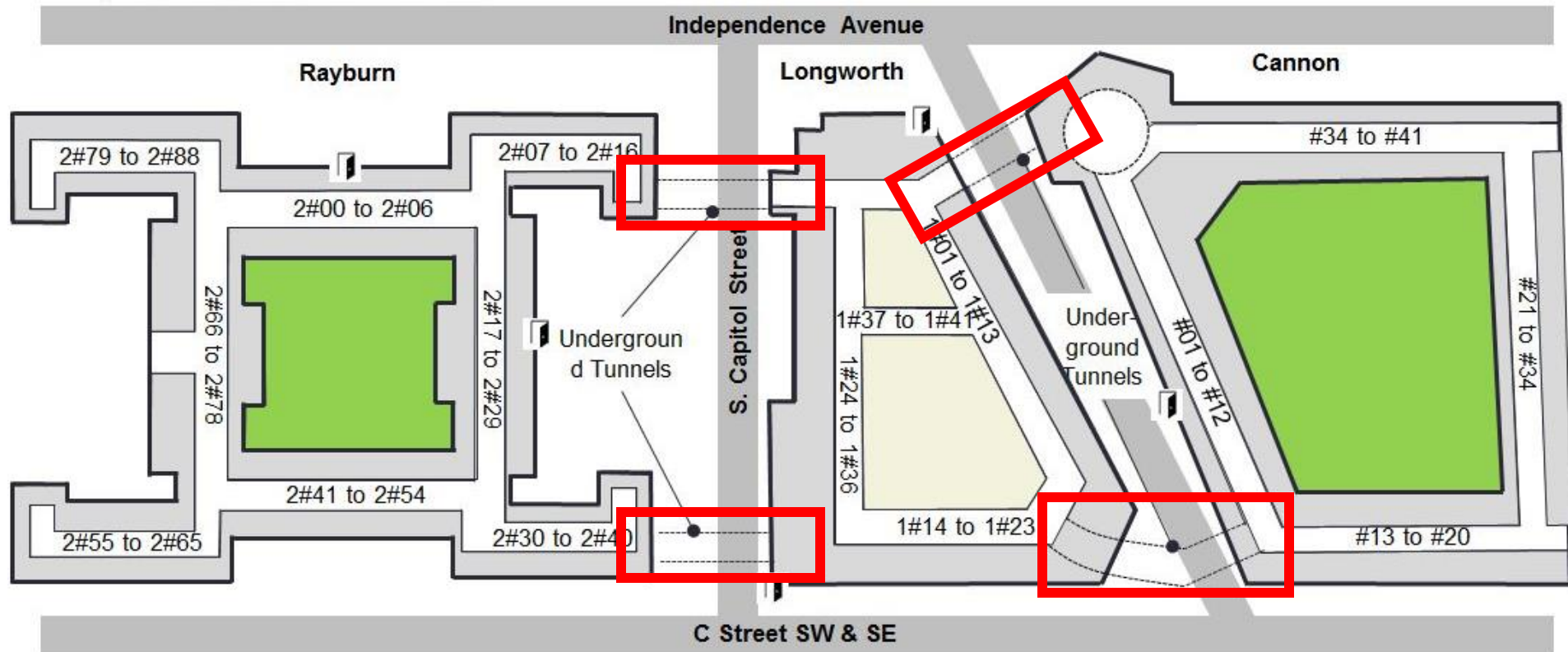
Congressional Tunnels

Between buildings

- Open but can be confusing

Between Senate & House Side:

- Requires an escort



Congressional Tunnels

Between buildings

- Open but can be confusing

Between Senate & House Side:

- Requires an escort



Dropping Off Leave-Behinds

Have a Big Time Gap Between Meetings?

- Stop by offices in your state with whom you don't have a meeting.
- You can split this up.
- Team Captains have folders for the entire state.

Self-advocates should be given priority to speak!

Who is Most Important?

1. You're a constituent or have a personal connection
2. You're a neighboring district or live in the same state.
3. They are an influential Member (Speaker of the House, Chair of a Committee, etc.)
4. Your organization serves their constituents.

Where to Find Food



Food on the Senate Side

- Dirksen Cafeteria
 - SDB-R7, Dirksen Basement, 7:30am – 2:30pm
- Cups & Company
 - SRB-65, Russell Basement, 7:00am – 4:00pm
- Inside Scoop
 - SDG-21A, Dirksen/Hart Ground Floor, 24-hours



Food on the House Side

- Longworth Cafeteria
 - Longworth B223, 7:30am – 2:00pm
- Rayburn Cafeteria
 - Rayburn 2063, 7:30am – 3:00pm

<https://bit.ly/Dining-Options-on-Capitol-Hill>

Packing Reminders

Prohibited Items

- **Full list:** prohibited items
- **Specifically noting:** large bags (no bigger than personal items)

Hotel Luggage Storage

- Visit concierge and store luggage at no additional cost

Things to bring

- Comfortable shoes for walking!
- Plan in case of rain
- Stay hydrated, bring or buy a water bottle
- Fully charged phone (phone charger or portable battery)
- Leave behinds
- Name badge

Identify Your *Team Captain*



Team Captains: Stand and wave!

Daniel Chaplin	Alabama
Cindy Liu & Kelly Kulzer-Reyes	California
Hallie Levine	Connecticut & New Hampshire
Lauren Camp Gates	Delaware
David Tolleson	Georgia & Florida
Bill Stumpf	Iowa & Missouri
Denise Rozell	Illinois & Indiana
Lena Armstrong-Strober	New Mexico & Idaho
Pat Ehrle	Louisiana

Liz Zogby	Maryland
Tiffany Williams	North Carolina
Jawanda Mast	Mississippi & Kansas
Dria Law	New Jersey
Mary Judge-Diegert	New York
Jane Gerhardt	Ohio
Katie Hough	Oklahoma
Mitch Rothholz	Pennsylvania
Roxane Romanick	North Dakota
Andre Pineda & Carol Kando-Pineda	Virginia

Anatomy of a *Hill Meeting*

1. **Meet outside the office before checking in.** One person lets the front desk know the NDSC group is there for its meeting.
2. **Thank the staffer** for meeting.
3. **Be yourself.** Remember the staffer represents a Member of Congress.
4. **Make your Ask.**
5. **Respect their time.** Keep the meeting focused and on schedule.
6. **Leave behind** materials and take notes.
7. **Connect before you go.** Ask about a photo, exchange business cards, thank them again.
8. **Upload your photos and notes** to the app.
9. **Designated person sends “Thank you.”** Copy Captain and policy@ndsccenter.org

Immediate Assistance? *Text preferred*

Heather Sachs

(301) 580-8005

Jawanda Mast

(913) 940-4199

Kim Owens

(904) 699-8306

App Support

More → Support → Tap to call for immediate support

AdvocacyDay App

Take Out Your Phones – Follow Along!

Apple App Store



Google Play Store



Samsung Galaxy Store



12:02

App Store

Log In



Welcome!

Please enter your email address below to sign in to your event. This must match the email address that you provided to your advocacy organization.

Email

Sign In ✓

Support ⓘ

From: **AdvocacyDay**
<noreply@advocacyassociates.com>
Date: Thu, Oct 31, 2024 at 1:46 PM
Subject: Your access code is XXXXX
To: <youremailaddress>

Hello,

Your 6-digit AdvocacyDay access code is XXXXXX

It is valid for 15 minutes.

12:18

Access Code



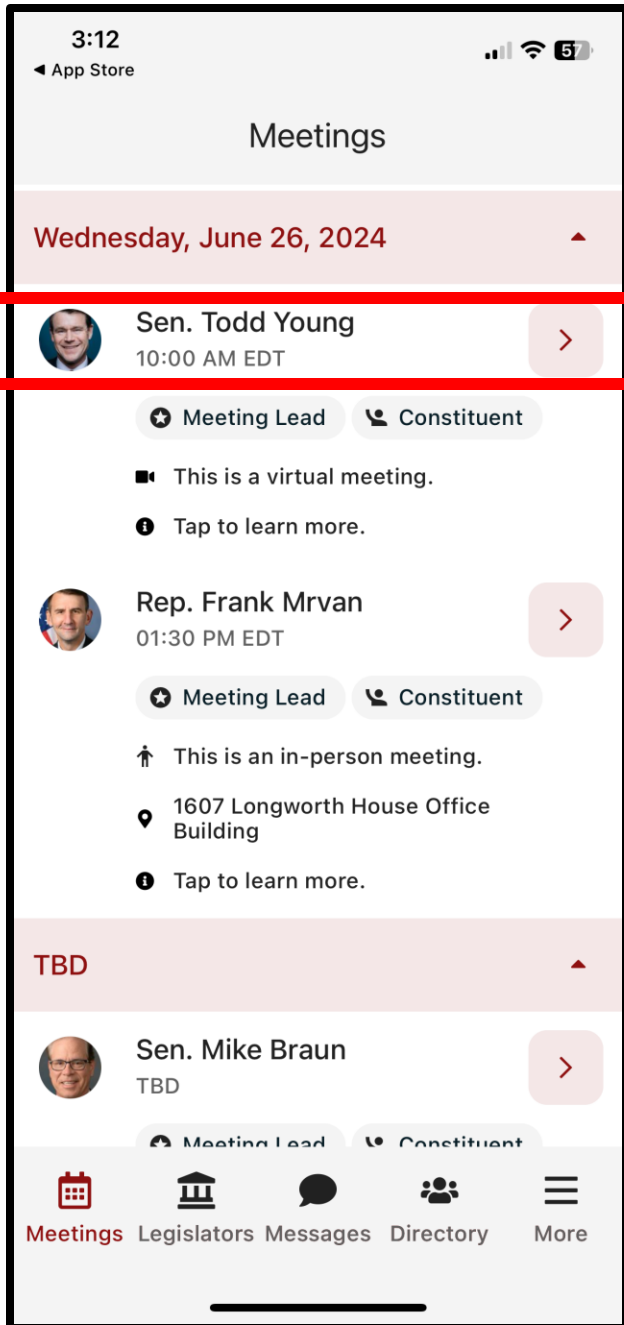
Enter Your Access Code

Our support team has provided you a 6-digit access code. Enter the code below.

Code

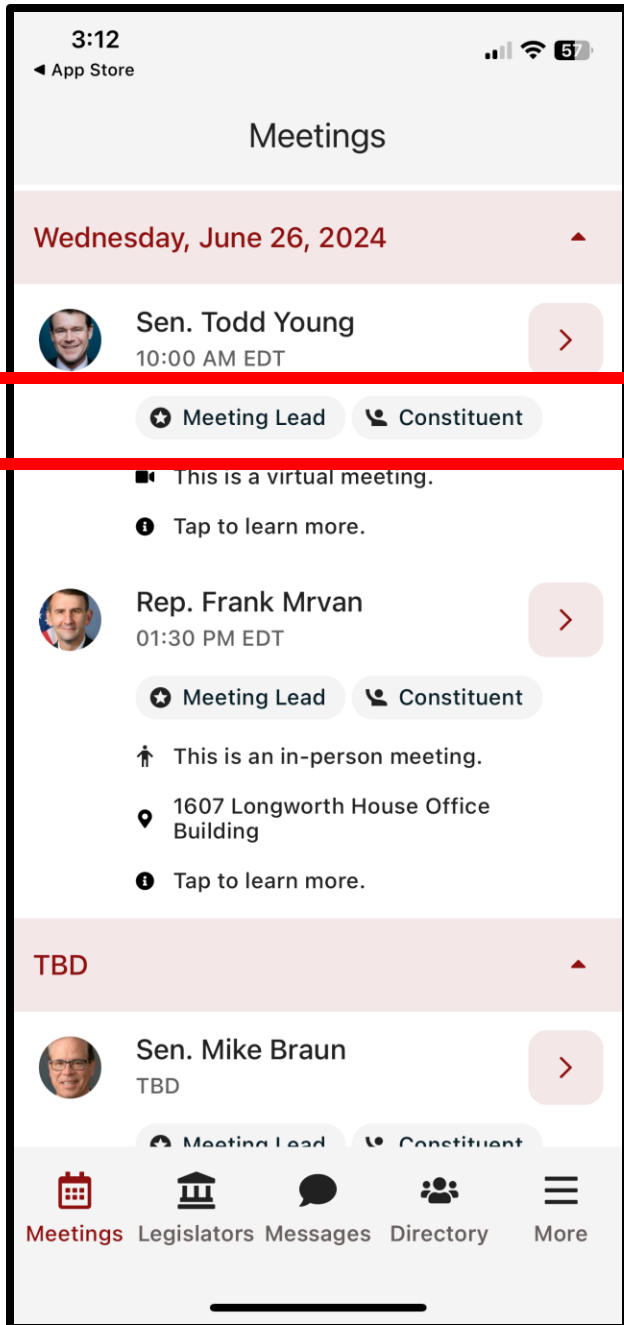
Sign In ✓

Support ⓘ



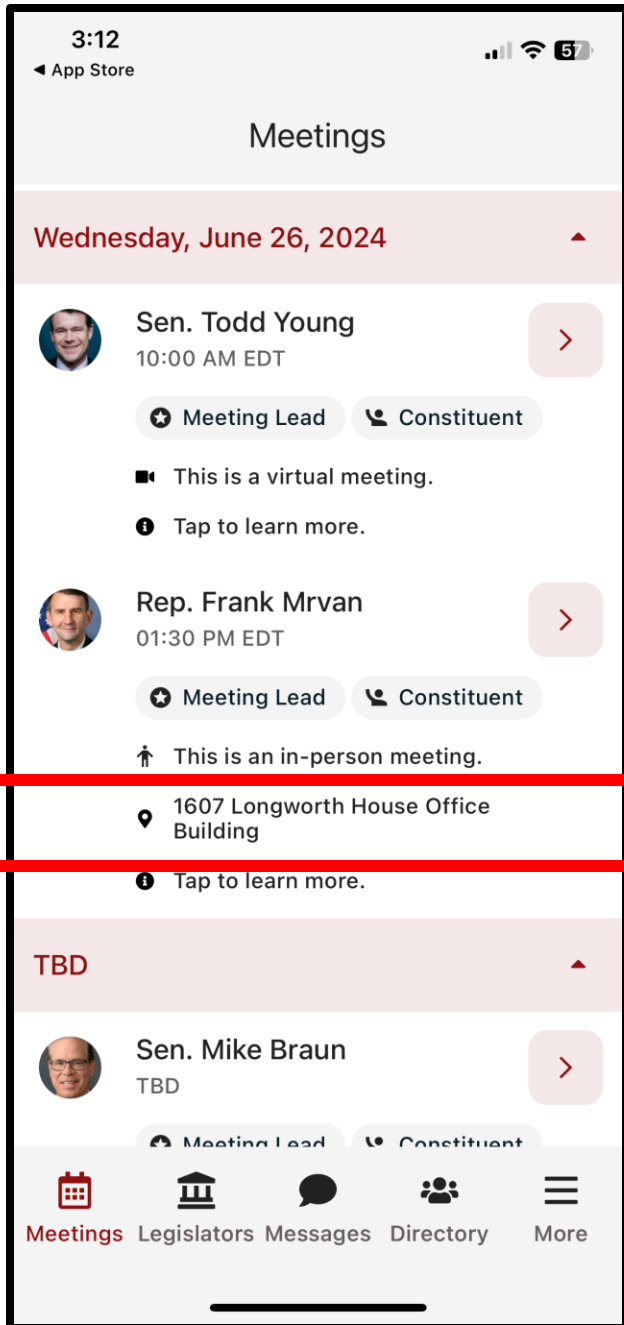
Main Schedule Page

1. Confirm the Member's name
2. Confirm the time of your meeting



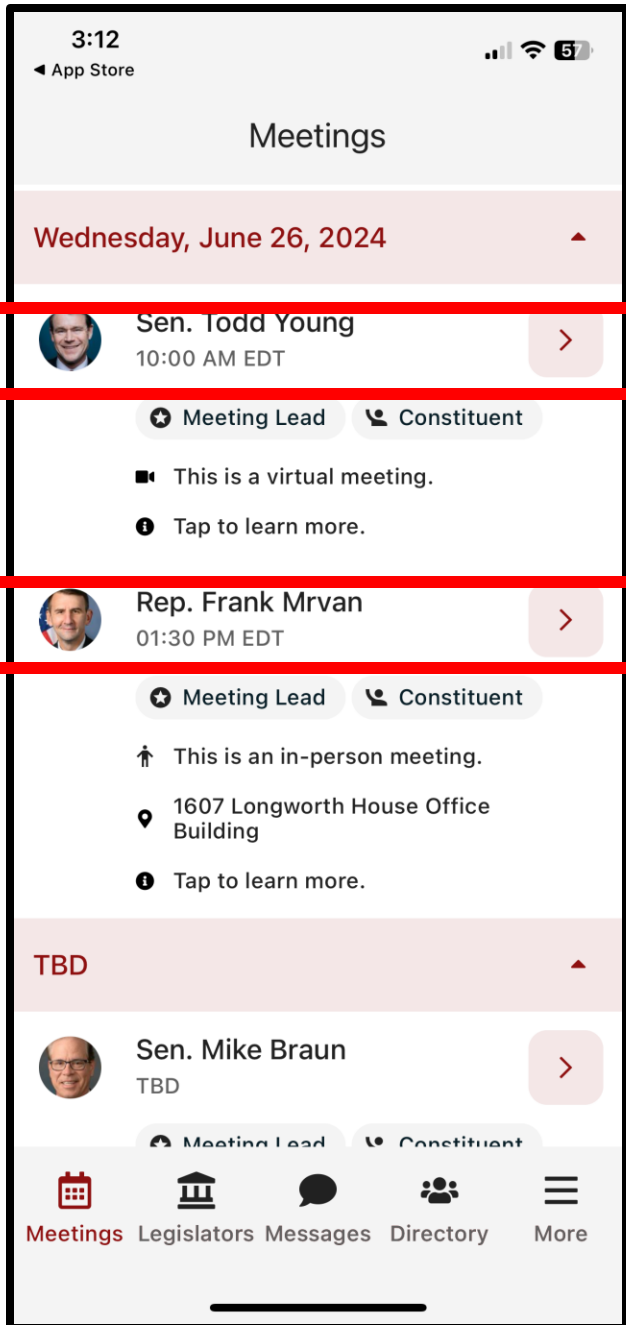
Main Schedule Page

1. Confirm the Member's name
2. Confirm the time of your meeting
3. Are you a constituent?



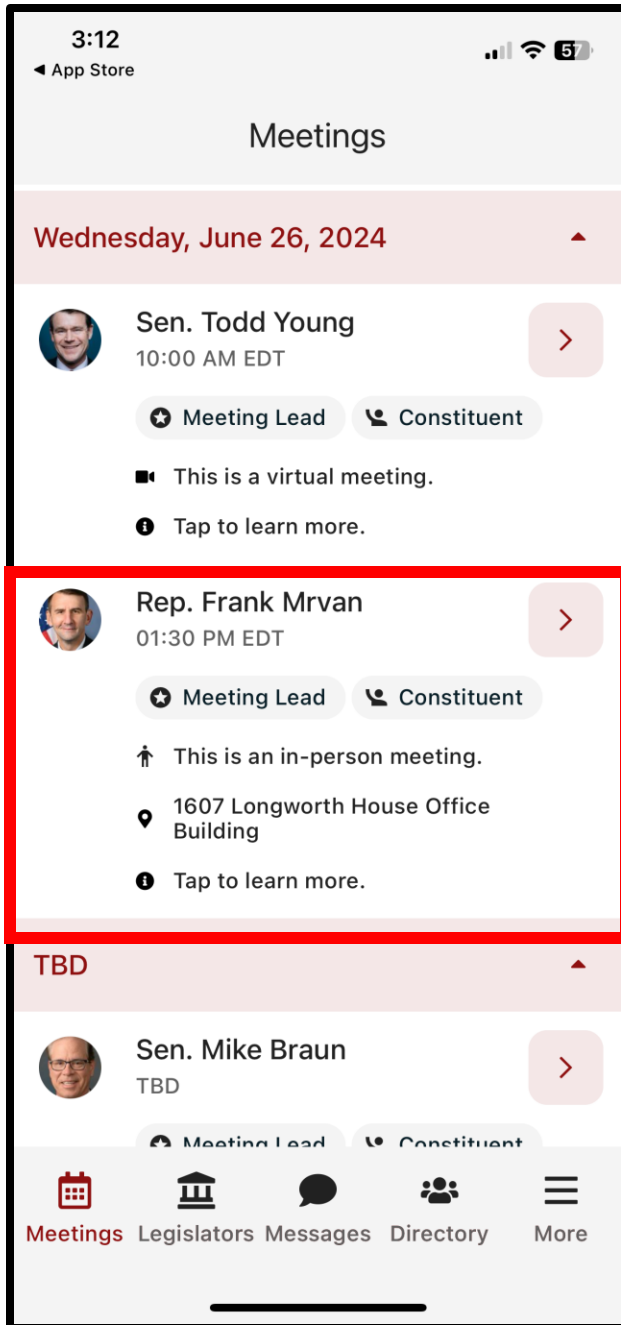
Main Schedule Page

1. Confirm the Member's name
2. Confirm the time of your meeting
3. Are you a constituent?
4. Confirm the location



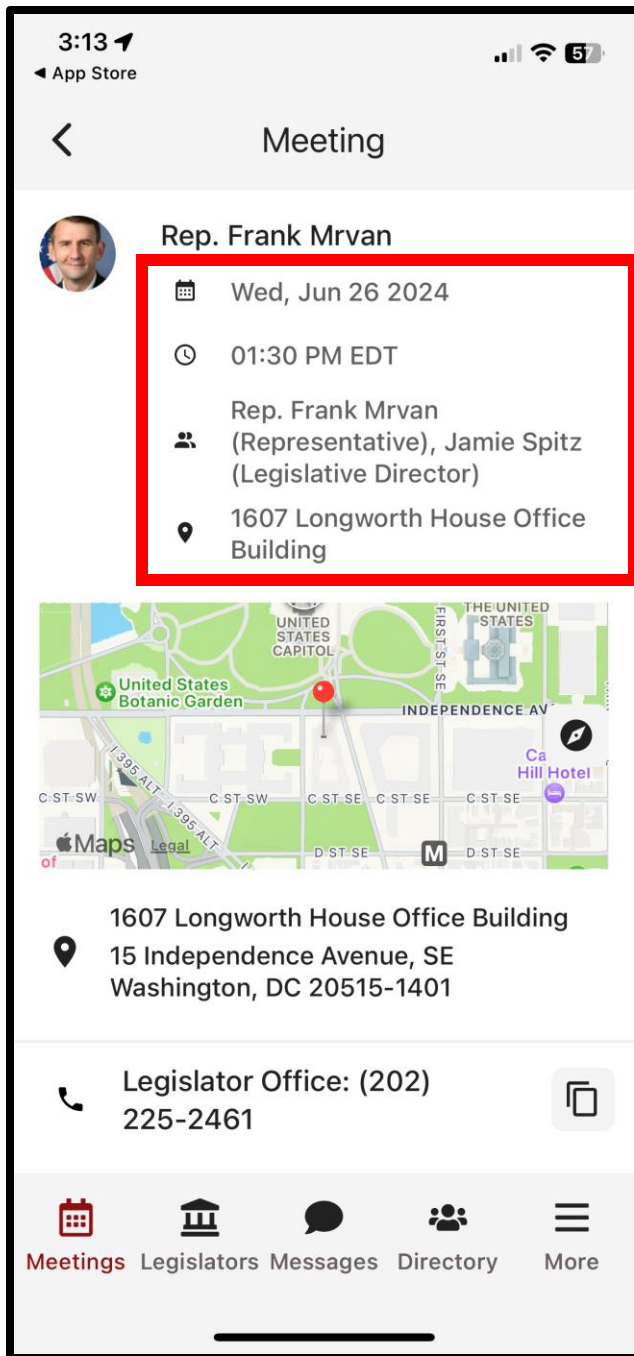
Main Schedule Page

1. Confirm the Member's name
2. Confirm the time of your meeting
3. Are you a constituent?
4. Confirm the location
5. How much time do you have before your next meeting



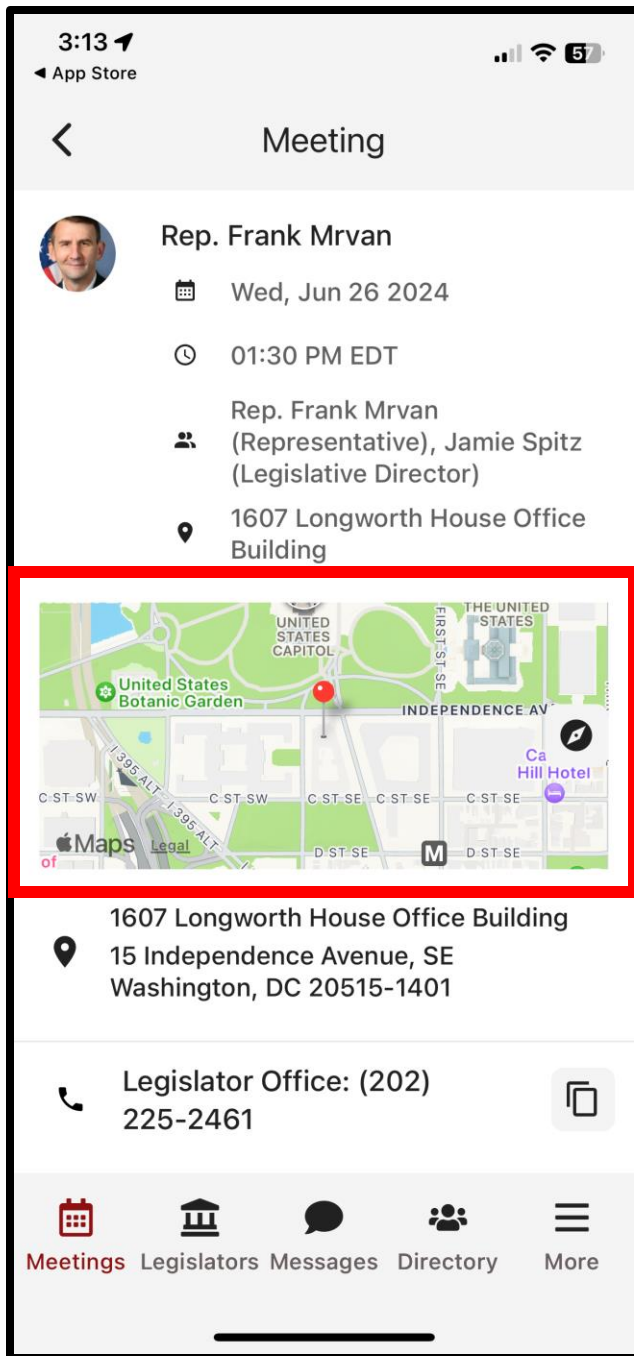
Main Schedule Page

1. Confirm the Member's name
2. Confirm the time of your meeting
3. Are you a constituent?
4. Confirm the location
5. How much time do you have before your next meeting
6. Tap anywhere to learn more



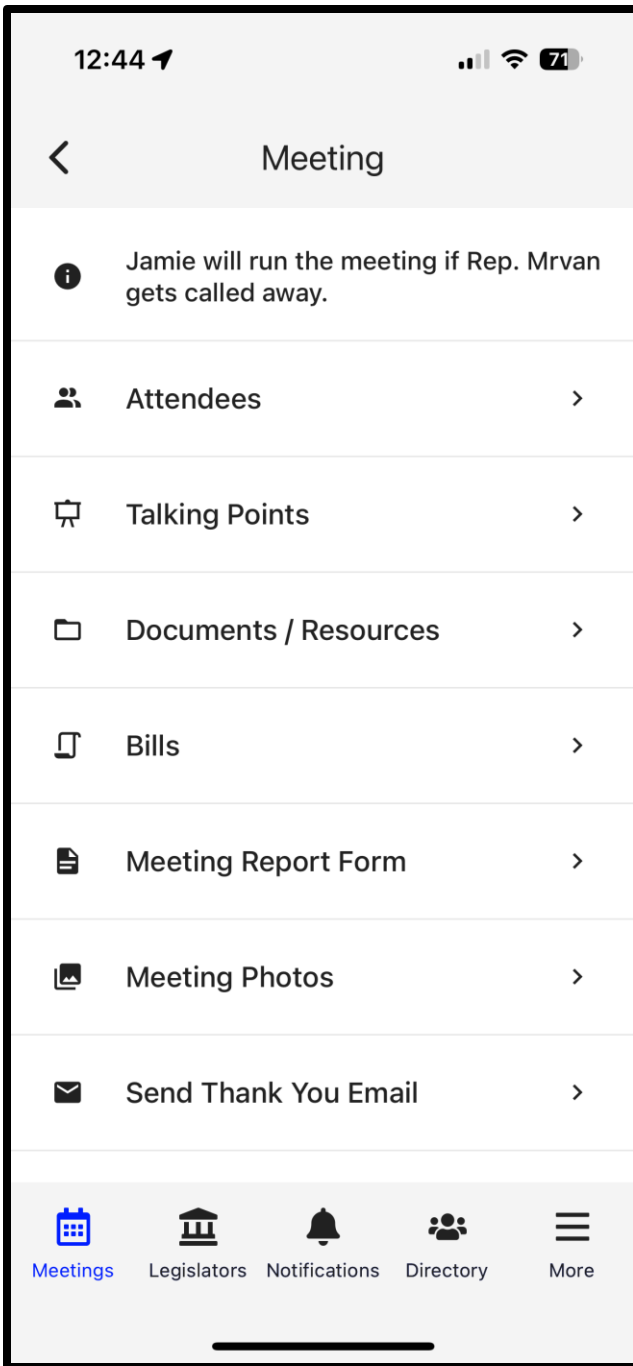
Specific Meeting Details

1. Date/Time/Meeting With/Location



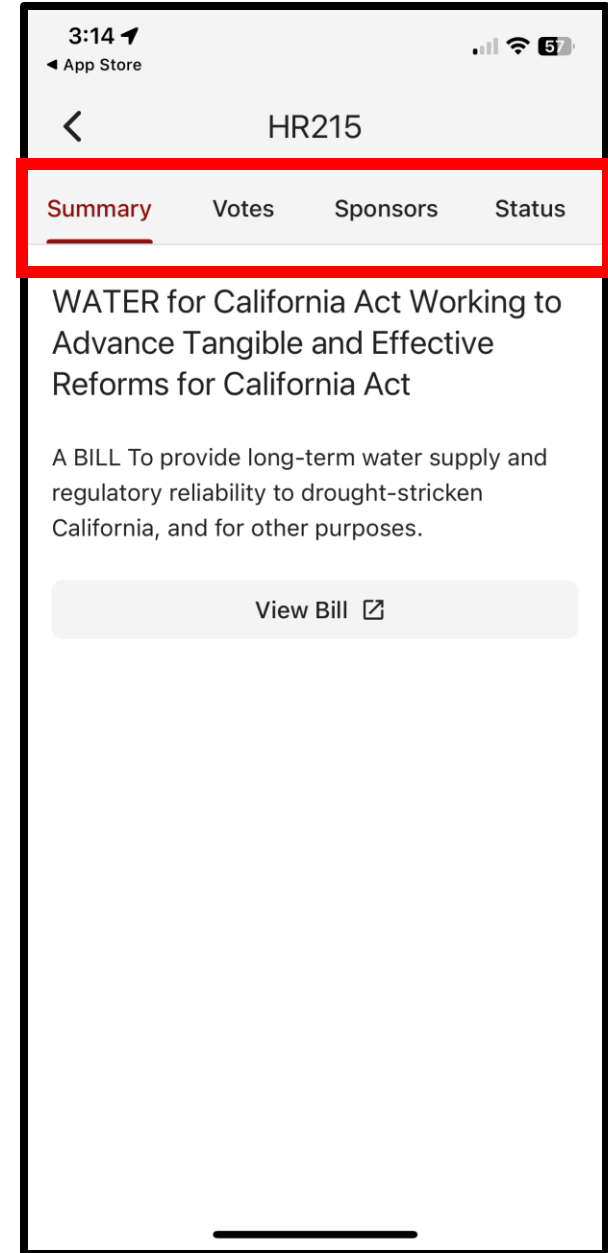
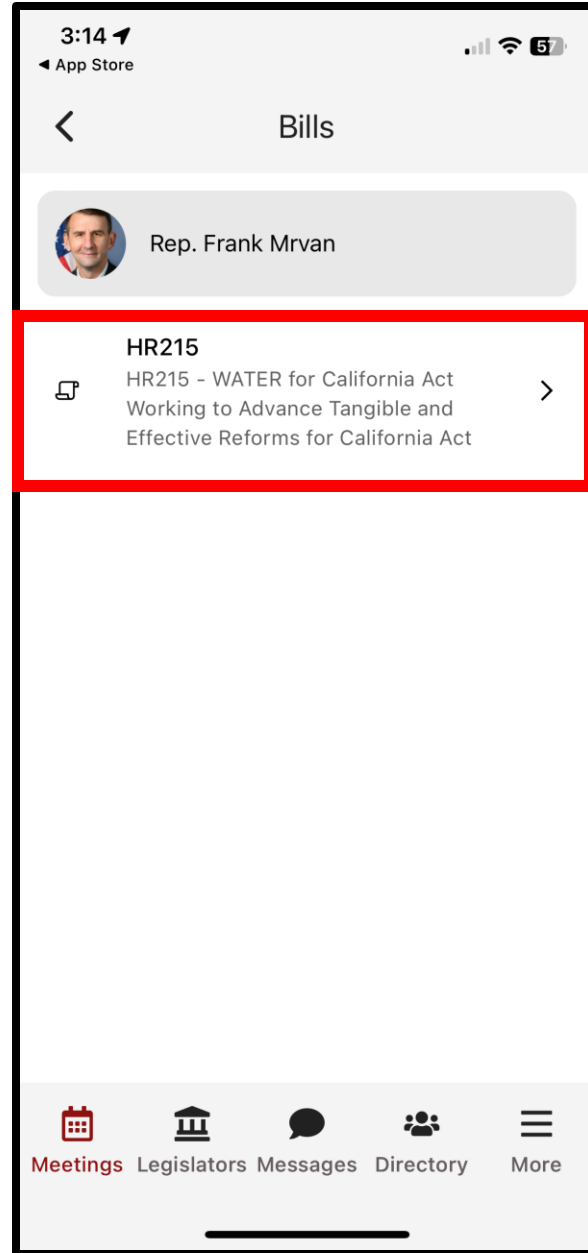
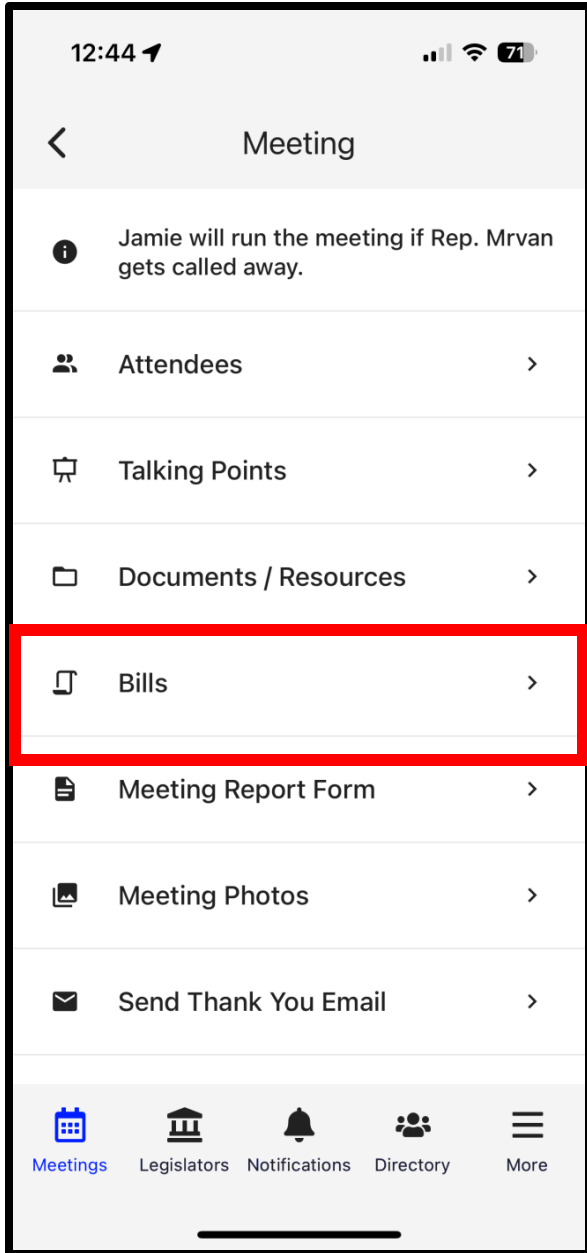
Specific Meeting Details

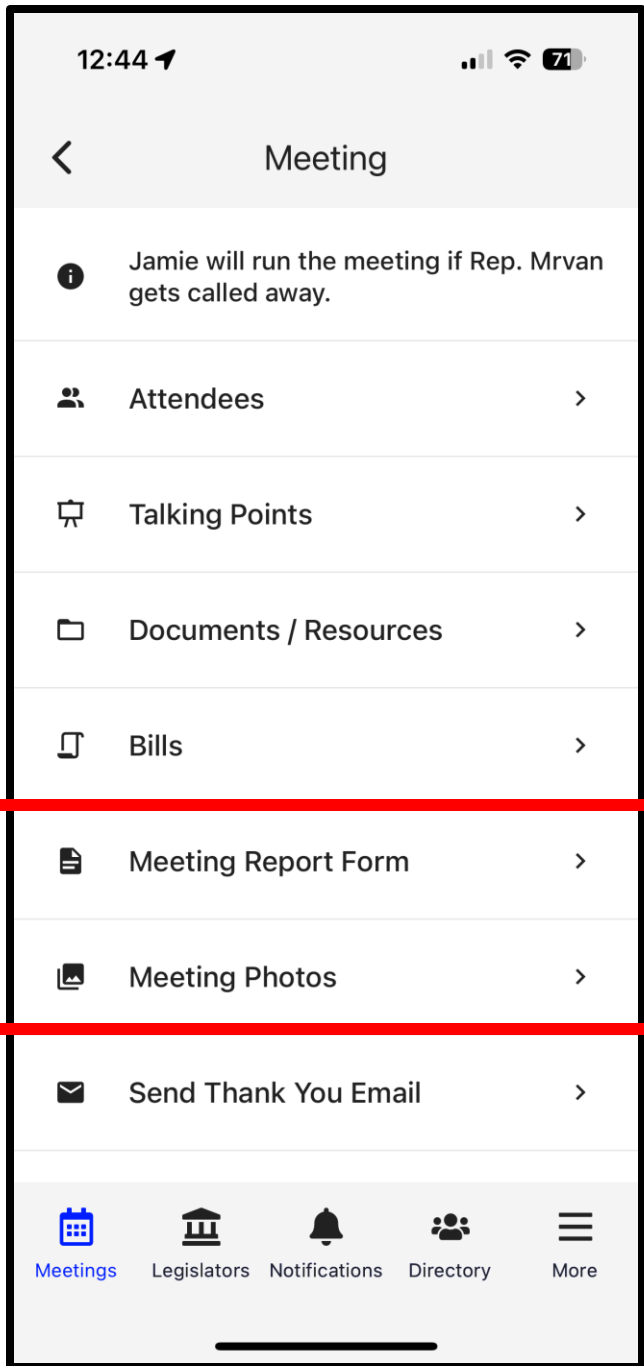
1. Date/Time/Meeting With/Location
2. Tap on the map to get walking directions



Specific Meeting Details

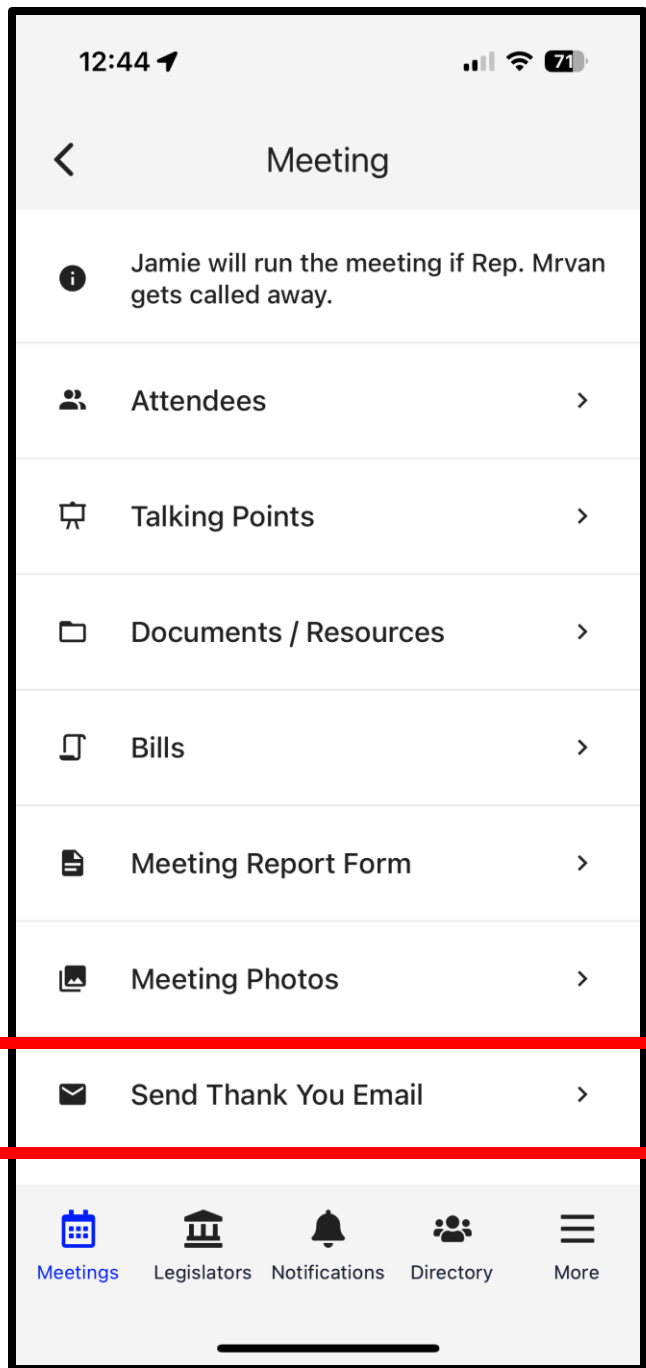
1. Date/Time/Meeting With/Location
2. Tap on the map to get walking directions
3. Scroll down for attendees/talking points/leave behinds/more





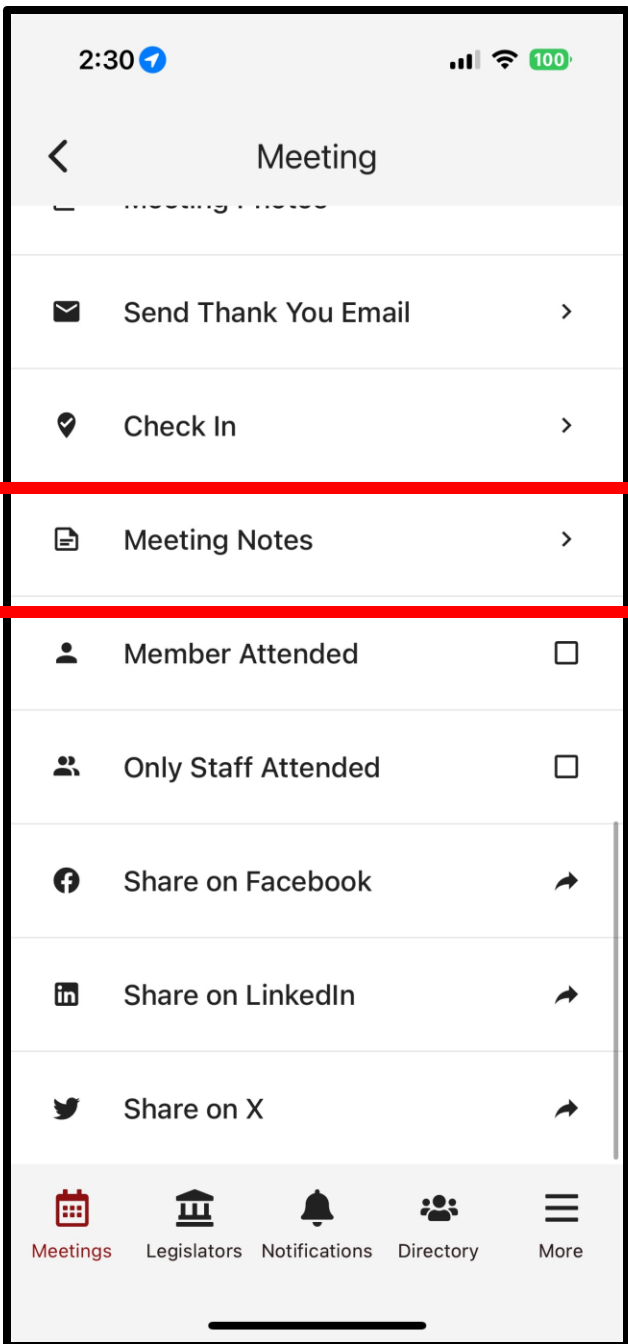
Specific Meeting Details

1. Date/Time/Meeting With/Location
2. Tap on the map to get walking directions
3. Scroll down for attendees/talking points/leave behinds/more
4. Complete meeting report form & upload Photos



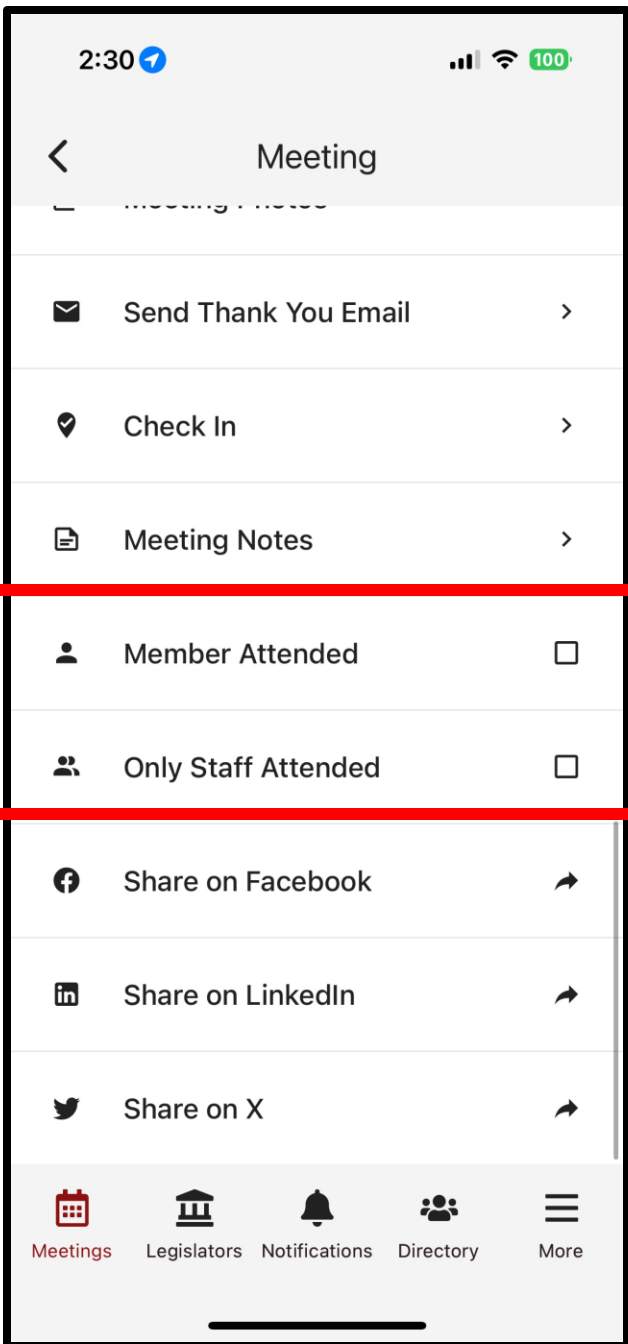
Specific Meeting Details

1. Date/Time/Meeting With/Location
2. Tap on the map to get walking directions
3. Scroll down for attendees/talking points/leave behinds/more
4. Give Feedback & Submit Photos
5. Thank you template (always personalize)



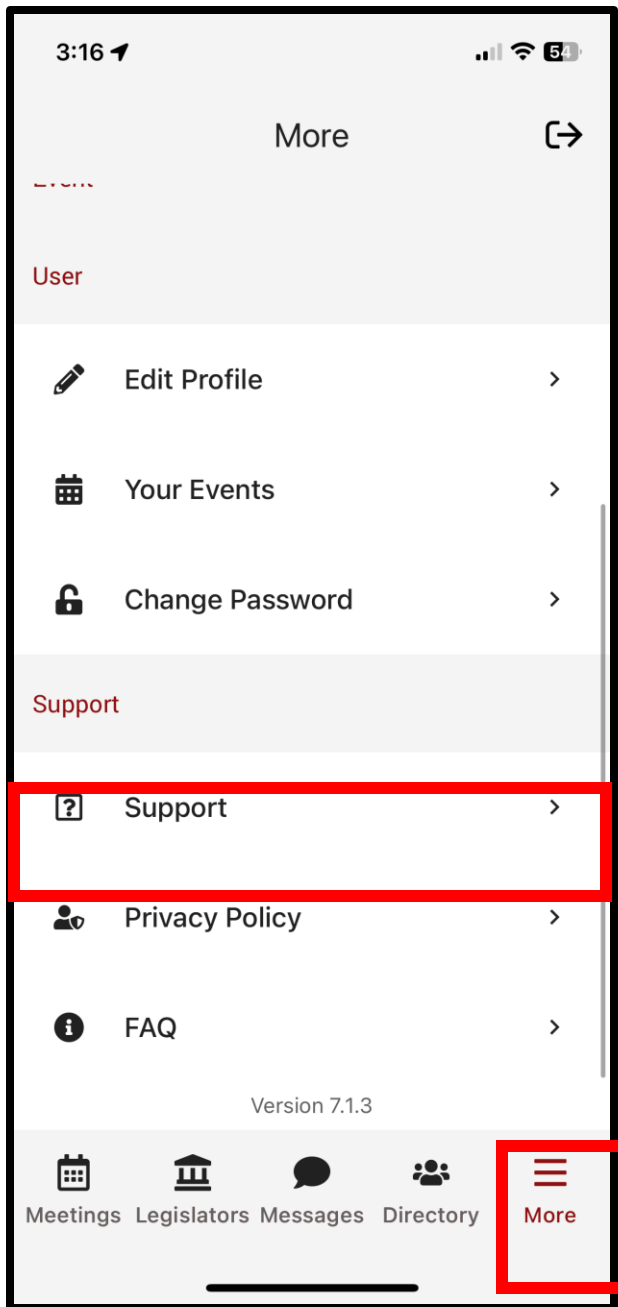
Coordinate with Other Advocates

1. Take meeting notes



Coordinate with Other Advocates

1. Take meeting notes
2. Confirm who attended – remember, marathon, not sprint
3. Share your photos!



Need Help?

1. On-call support person
2. Email policy@ndsccenter.org or reach out to Heather, Jawanda, or Kim
3. Be ready to adapt!

Final Reminders for Tomorrow

- There is no wrap-up at the end of the day. Leave when you're done with meetings. *Don't forget your luggage!*
- Lunch and dinner are on your own.
- Coordinate your thank you notes and social posts
- Treat yourself – You deserve it!

Final Reminders for Today

- There is no wrap-up at the end of the day. Just leave when you're ready to leave (and get an early night's rest).
- Dinner on your own.
- After huddles: evening reception: 5:30 – 6:30pm.

You're Invited!

Evening Reception

Blue Terrace

5:30 PM - 6:30 PM

Dinner: On your own





Team Planning Huddles

Team information available on tables

4:00 PM - 4:45 PM

Thank You!

