

We look forward to seeing you!

# 2023 HOST FORUM/HILL PREP TOOLKIT

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# ITINERARY

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## Tuesday, September 26th

By 5:00pm  
4:30pm-6:00pm  
6:00pm-7:00pm  
7:00pm-9:00pm

Arrivals to [The Line DC](#)  
Welcome Table  
Welcome Session  
Welcome Reception

## Wednesday, September 27<sup>th</sup>

7:30am- 9:00am  
8:30am – Noon  
Noon – 1:30pm  
1:30pm – 4:05pm  
4:05pm – 4:30pm  
4:30pm – 5:30pm  
6:30pm – 9:30pm

Breakfast  
General Session  
Lunch  
Breakout Sessions  
Break  
Wrap up/Capitol Hill Support Drop-in  
Dinner @ [Jack Rose Dining Saloon](#)

## Thursday, September 28<sup>th</sup>

7:30am- 9:00am  
9:00am-1:00pm  
9:00am-1:00pm  
After 1:00pm

Breakfast  
Luggage Storage  
Capitol Hill Visits  
Departures

# GENERAL NOTES

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## Hotel Information

- [The Line DC](#)  
1770 Euclid Street NW,  
Washington, DC 20009
- Check in – 3pm/Check out – Noon
- Welcome Letter at check in

## Arrival Information

- Transportation (Uber/Lyft/Metro)
- Valet (\$55/day)
- Delays/Cancellations -Please let us know!
- Carry on essentials!
- Hotel FAQs [here](#)

## What to pack

- Business Casual for Forum Meetings
- Business Attire for Hill Visits
- Bring layers
- CIEE will provide nametags

## Capitol Hill Information

- Photo ID (State or Federal issued)
- Face masks (just in case)
- Virtual/In-person

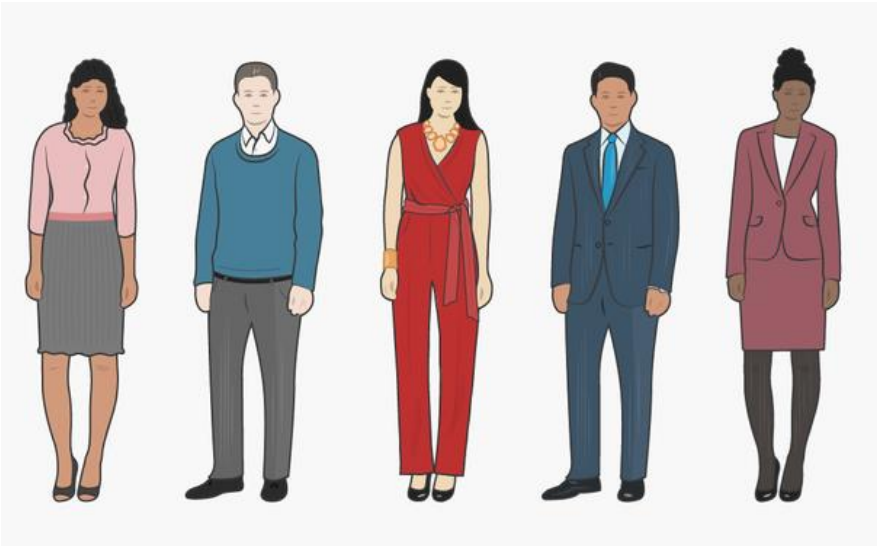
## Contacts

Cady – 774.418.2418  
Jamie – 207.807.1844  
Email – [hire@cieee.org](mailto:hire@cieee.org)

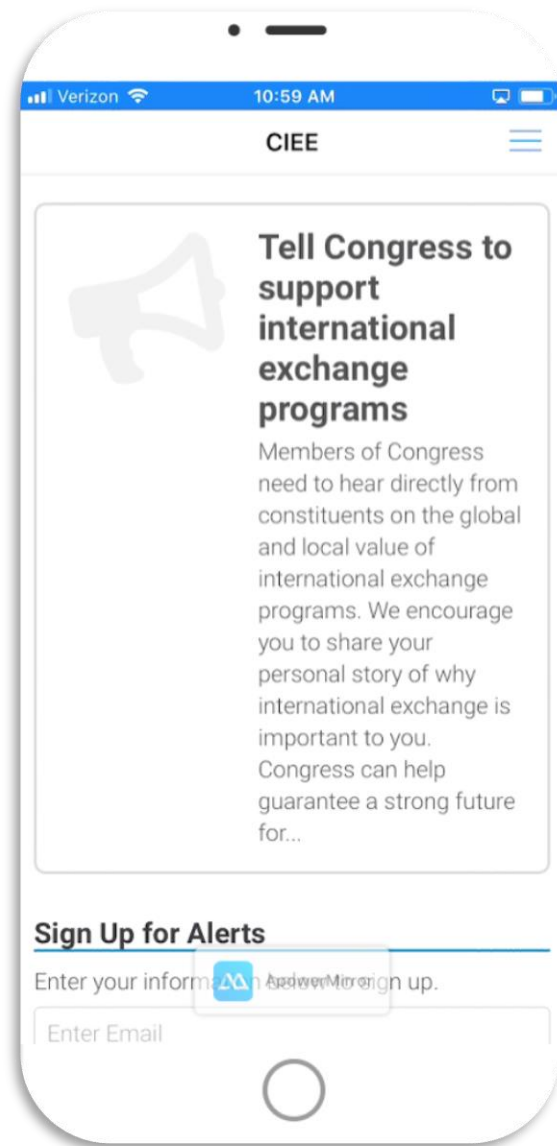
# HILL PREP

# LOGISTICS

## What to wear and what to bring



- ✓ Dress code: business attire
- ✓ Pack light
  - ✓ Photo ID (state or federal issued)
  - ✓ Comfortable walking shoes
  - ✓ Business cards
  - ✓ CIEE worksheet and your own material
  - ✓ Talking points
  - ✓ Notebook/pen
  - ✓ Face-mask



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# LOGISTICS

## VoterVoice: Our advocacy software!

- ✓ Grassroots tool
- ✓ Meeting schedules
- ✓ Real-time updates
- ✓ Provides information on Members, committees, staff
- ✓ Submit post-meeting reports
- ✓ Use the same email address you used to register for this Forum.



# LOGISTICS

## A Congressional Office

- ✓ Similar to a small business
- ✓ The Member of Congress is the “product”
- ✓ Staff is there to “sell the product”:
  - ✓ Inform policy
  - ✓ Raise and protect the Member’s profile
  - ✓ Ultimately, help get the Member reelected
- ✓ Constituents (voters) are the customer

# LOGISTICS

## Congressional Staff



- ✓ Very smart, effective, hard workers, often startlingly young
- ✓ Work on specific portfolios (foreign affairs, education, immigration, etc.)
- ✓ Act as filters for their bosses
  - ✓ A vital link between constituents and the Member of Congress
- ✓ Sell their boss to constituents, bring constituent concerns before their boss
  - ✓ It is their job to hear you out and pass information along



# YOUR MEETINGS: OBJECTIVES

## Educate

- ☺ Begin the meeting with your “elevator pitch”, introducing:
  - ☺ Your business
  - ☺ The program
  - ☺ The importance of the program to you, your business, your personal and professional goals

## Share

- ☺ Share inspiring and heartfelt stories that demonstrate the power of international exchange programs and the impact that they have had on you personally and your community

## Ask

- ☺ Ask that the Member support the Summer Work Travel program, by sponsoring the joint resolution and/or supporting the Appropriations directive
- ☺ Ask they notify the Administration they are watching the regulations and want to be kept updated

# WORKSHEET EXAMPLE

## Meeting Prep Worksheet – Senate

Member name and/or nickname: \_\_\_\_\_

Party: \_\_\_\_\_

State or District: \_\_\_\_\_

Legislative Priorities/Talking Points:

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# HOMEWORK: COME PREPARED!



- ✓ Prepare your own statics and data
- ✓ Your efforts to recruit local staff
- ✓ Your seasonal needs
- ✓ The value of the program for your business and the community



- ✓ Do some advance research on the Member of Congress and the staff you're meeting with
- ✓ Consider commonalities – at the very least, they're from the same state!
- ✓ Research Member committees – see Key Committees sheet for more details on committees that have a direct impact on BridgeUSA's SWT program.

# HOMEWORK: REVIEW YOUR RESOURCES

## RESOURCES AND LINKS

- ✓ Talking points
- ✓ Member websites
- ✓ State Fact Sheets
- ✓ [Host Forum Resource Page](#)
- ✓ CIEE Staff
  - ✓ Bring your questions to us at the Host Forum! We will be spending a lot of time on this.

## TO DO CHECK LIST

- ✓ Download VoterVoice app on your smartphone
- ✓ Review Member profiles
- ✓ Review important links, resources and logistic details (coming soon)
- ✓ Pack and go!

