

2022 BRIDGEUSA HOST FORUM - HILL VISIT GUIDE

INFORMATION INCLUDED ON EVENT WEBSITE:

1. Map of Capitol Hill offices
2. Important Senate and Congressional Committees information sheet
3. Documents to leave with legislators:
 - o CIEE's State Fact sheet (printouts provided)

THE MEETING

- Remember: **You** are the taxpayer/constituent
- Meetings are likely to be with congressional staffers, as when Congress is in session, legislators often must be present for votes
- Introduce yourself and give a brief overview of why you've come to talk with them
- Subject of the meeting should be to explain the value of the BridgeUSA program to your business, your community, the international visitors, and U.S. public diplomacy
- Be ready to answer questions and discuss your points in detail - *See talking points*
- It's OK to 'punt' or deflect anything you are unsure of so that you don't get off track. Keep track of any questions you were unable to answer so CIEE staff can follow up if necessary
- Utilize the value of stories and anecdotes:
 - o Student success stories
 - o Cultural activities with participants
 - o What you have learned
 - o Impact on American employees and the community at large

MEETING LOGISTICS

- Luggage storage is available at the AC Hotel Front Desk
- CIEE staff will guide groups to the correct side of the Hill to start their day
- Schedules list who else will be attending the same meetings so that you can coordinate
- Try to arrive 10 minutes early, as lines for security can sometimes be long
- Travel light – makes security and walking easier

WHAT TO BRING/WEAR

- Dress code is business attire
- Comfortable walking shoes
- Photo ID and business cards
- CIEE work sheet and your own informational material/photos
- Talking points and notebook/pen
- Bring umbrella in case of inclement weather

NAVIGATING THE CAPITOL

- Senate offices are connected by a tunnel
- Go outside to cross from Senate to House
- Allow extra time to cross the Capitol (about 15 minutes from House to Senate)
- Capitol police will not allow you to enter more than 15 minutes ahead
- Check VV for specific details about each meeting arrival – escorts in buildings are required.

AFTER THE MEETINGS

- Be sure to update your meeting report in VoterVoice - include questions and feedback.
- Store your luggage at the AC Hotel front desk or Granite room on 2nd floor
- DCA is approximately 10 minutes by Uber/Lyft from AC Hotel
- AC Hotel is approximately 20-minute walk/6-minute drive from Capitol Hill
- Don't forget to retrieve your luggage from the Front Desk at AC Hotel.