Thank You for Making a Difference for Cities!

Whether it’s your first time visiting Capitol Hill, or your hundredth, thank you for being a city advocate. This week, the discussions you have with federal legislators and their staff will help us make a difference for cities everywhere.

Get Ready for Advocacy

Gear up for your advocacy this week with activities custom-tailored for city advocates:

- **The Art of Advocacy: Taking City Hall to Capitol Hill**  
  *Monday, March 9*  
  *1:45pm-3:15pm*

  How do you make a splash with your advocacy? Before you visit Capitol Hill, brush up your lobbying skills with proven techniques to have an effective meeting with your legislator’s office. Learn how Capitol Hill insiders make the most of limited face time, and how to leverage your time before and after your meetings. Then, get up to speed on NLC’s top legislative priorities and the latest talking points you need to know for your meetings.

- **Recess Isn’t Playtime: Advanced Advocacy Tactics**  
  *Tuesday, March 10*  
  *8:45am-10:15am*

  What do you do when you’ve already had a meeting, made a phone call, and sent a letter to Washington? If you’re ready to step up your advocacy game, join us for a discussion of the best ways you can make a difference in federal policy without leaving home. Learn how to plan a compelling legislative site visit in your community. Whether your city is large or small, in this workshop you’ll get the scoop on how to work with, and through, traditional and new media to advance your advocacy priorities.

- **Cities, Towns, and Common Ground for a Long Term Federal Transportation Bill**  
  *Wednesday, March 11*  
  *10:30am-11:30am*  
  *Capitol Visitors Center Atrium and Auditorium*

  Got time before or between legislative meetings? Attend this Capitol Hill briefing for the release of NLC’s new report, “Cities, Towns, and Common Ground for a Long Term Federal Transportation Bill”, that demonstrates why cities and towns are the best partners for enacting a long term federal transportation bill. A strong showing of local officials will help drive that message home for Members of Congress and their staff.

www.nlc.org | advocacy@nlc.org
Travel and Getting Around Capitol Hill

Getting to Capitol Hill

By taxi:

Just tell the driver the name of which congressional office building you want to visit, and he or she should be able to drop you off at the entrance.

By Metro:

Capitol Hill can also be reached by subway. To go to the Senate side, take the Red line to the Union Station stop and exit on the Massachusetts Ave. side. Walk out the front of Union Station, around the fountain, through the park to the Senate office buildings. To get to the House side, take the blue or orange line. Exit at Capitol South. The three House office buildings will be across the street, directly in front of you. If you have questions, station attendants at each entrance can assist you. You will need a farecard to enter and exit the system. To save time, buy one farecard for the round trip.

Navigating Capitol Hill

Security:

To enter any office building or the Capitol, including the Capitol Visitors Center, you will need to pass through security. Weapons, including pen knives, may not be brought into office buildings. To enter the Capitol or the Capitol Visitors Center, you additionally may not bring liquids, food or beverage, aerosols, or large bags into the building.

Please allow plenty of time to pass through security, as lines may become long.

Crossing the Hill:

If you need to cross the Hill to get from a House meeting to a Senate meeting, or vice versa, consider taking a cab. House and Senate office buildings are separated by approximately 0.5 mile.
Finding the Offices

If you don’t know the office number of your Senator or Representative, look for an elevator. Usually there is a listing of House or Senate offices posted nearby. Many have directional maps with room numbers.

House Office Buildings

For House offices, you can tell the building and floor by the room number.

- Any three-digit room number: Cannon (CHOB), First St. and Independence Ave. SE
  The first digit indicates the floor.
  Example: 327 CHOB is on the third floor of Cannon.

- Four digit rooms beginning with “1”: Longworth (LHOB), Independence and New Jersey Aves. SE
  The second digit indicates the floor.
  Example: 1223 LHOB is on the second floor of Longworth.

- Four digit rooms beginning with “2”: Rayburn (RHOB), Independence Ave. and South Capitol St. SW
  The second digit indicates the floor.
  Example: 2449 RHOB is on the fourth floor of Rayburn.

- Basement room numbers in Longworth and Rayburn begin with “B”.

Senate Office Buildings

For Senate office buildings, you will need to know the building as well as the room number. In all buildings, the first digit indicates the floor.

- Dirksen (DSOB) First St. and Constitution Ave. NE
  Three digit room numbers proceeded by “SD”.
  Example: SD 145 is on the first floor of Dirksen.

- Hart (HSOB) Second St. and Constitution Ave. NE
  Three digit room numbers proceeded by “SH”.
  Example: SH 320 is on the third floor of Hart.

- Russell (RSOB) Delaware and Constitution Ave. NE
  Three digit room numbers proceeded by “SR”.
  Example: SR 216 is on the second floor of Russell.
Lunch Options on Capitol Hill

House Side of the Capitol

- **Longworth Cafeteria**
  Longworth House Office Building, Basement – cafeteria style food and service, including pizza, hamburgers, cold salad bar, deli sandwiches and wraps, and a global food table. Large seating area.

- **Cannon Carry Out**
  Cannon House Office Building, Basement – hamburgers, deli sandwiches; very limited seating.

- **Rayburn House Cafeteria**
  Rayburn House Office Building, Basement – cafeteria style food, including salad bar (hot and cold), deli sandwiches and wraps.

Senate Side of the Capitol

- **Dirksen Cafeteria**
  Dirksen Senate Office Building, Basement – cafeteria style food and service, including pizza, hamburgers, cold salad bar, and deli sandwiches and wraps. Large seating area.

- **Cups**
  Russell Senate Office Building, Basement – sandwiches and salad bar (hot and cold); very limited seating.

- **Hart Senate Chef**
  Dirksen/Hart Senate Office Buildings Connecting Corridor, Ground floor – sandwiches; limited seating.

In the Capitol

- **Capitol Visitor Center**
  Contains two large cafeterias open to the public, featuring soups, salads, specialty entrées, pizzas, sandwiches, desserts, and beverages. Lower level of the CVC; large seating area.
Tips for Great Advocacy Meetings

Before Your Meeting

If you have meetings not arranged by NLC, be sure to notify NLC’s Federal Advocacy staff in advance. NLC's advocacy can be more effective when it's coordinated with your efforts as a constituent and NLC's advocacy team is aware of your advocacy activities and the feedback you receive from legislators.

Research your member of Congress prior to your meeting, regardless of whether your meeting is with a staff advisor or the legislator. Use www.congress.gov to research your legislator's background, as well as the committees he or she serves on and the legislation he or she has cosponsored. If you plan to discuss a particular bill during your meeting, try and find out your legislator's position in advance, and be prepared to frame your discussion around his or her perspective.

Finally, be ready to present your case clearly and concisely. Be familiar with any materials you are bringing. Your meeting may only last fifteen minutes, so be sure to have your "elevator speech" prepared.

During Your Meeting

Make sure to follow these guidelines to have the most productive lobbying meeting possible:

- **Be punctual**: Arrive about 10 minutes in advance.
- **Be prepared**: Have your business card and the name of the person with whom you are meeting ready.
- **Be flexible**: Your meeting may be short or long, with a legislator or a staff member, in the member's office or in a quiet hallway.
- **Be courteous**: Treat all staff with respect and do not be combative, even if you disagree with your legislator's position.
- **Be brief**: Introduce yourself and your position, briefly explain your issue, and discuss how it is relevant to your legislator's state or district. Keep your discussion to one or two issues only.
- **Be diligent**: Collect business cards and follow up after the meeting with additional information or answers to questions.
Congressional Staff

In addition to your member of Congress, you may meet with a variety of congressional staff. Here’s an overview of the staff and roles common to congressional offices. Remember, each office operates like an independent small business – they are all different!

Staff Assistant

• Most House offices have one staff assistant. Most Senate offices have at least two. They handle the front desk duties, which include answering phones, greeting visitors, sorting mail, and coordinating tours. In many offices, these individuals will handle a few policy issues as well.

DC Scheduler/Executive Assistant

• The DC scheduler handles requests for meetings taken in Washington. The scheduler may also direct meetings to legislative staff - there are simply not enough hours in a day for a member of Congress to meet with every person who requests a meeting.

Legislative Assistant (LA)

• If you want to talk about a particular policy issue, ask for the legislative assistant who handles that issue.

Legislative Director (LD)

• In some cases, the person who handles your issue may also be the legislative director who, in addition to handling policy issues, also oversees the legislative staff.

Legislative Correspondent (LC)

• You may also be referred to a legislative correspondent who, in addition to drafting letters in response to constituents' comments and questions, also handles a few legislative issues.

Press Secretary/Communications Director

• If you need a quote from the representative or senator for a publication, or have questions related to the press operations of the office, ask for the press secretary.

Chief of Staff (CoS)

• The chief of staff oversees the entire operation. The chief of staff may sometimes handle a few policy issues, but generally his or her time is spent managing the office.
NLC’s 2015 Legislative Agenda Talking Points

Use the provided one-pager documents and our talking points to assist you during your meetings. Be sure to leave a copy of your one-pagers with the staff you meet in each office.

Invest in Local Transportation Priorities

NLC calls on Congress to authorize a new, long-term federal surface transportation bill that:

- Authorizes at least six years of transportation programs and funding,
- Enables more local control,
- Supports innovative programs and finance and
- Helps fix the Highway Trust Fund.

Close the Online Sales Tax Loophole

NLC calls on Congress to close the online sales tax loophole. E-fairness legislation will:

- Level the playing field between online and brick-and-mortar retailers.
- Not introduce any new taxes.
- Provide local governments with the resources they need to invest in communities, build infrastructure and provide important services like emergency response.

Protect Municipal Bonds

NLC calls on Congress to preserve the municipal bond federal income tax exemption for the following reasons:

- The exemption is not a special interest loophole and should not be treated as such.
- Municipal bonds are the primary way local and state governments finance infrastructure, and have been for over a century.
- Over two-thirds of all public infrastructure projects in the United States are financed by municipal bonds.

After Your Meeting

Your meeting on Capitol Hill is only the beginning of the advocacy process. After you return home, email the staff members you met to thank them for their time, reiterate NLC’s position on the issues you discussed, and provide any further information the staff person may need. And don’t forget to fill out your meeting feedback form when prompted!
Important Information

Advocacy Central Booth Hours

The Advocacy Central booth is located near the registration desk. Its open hours are:

- 7:30AM-5:00PM Sunday, March 8
- 7:00AM-5:30PM Monday, March 9
- 7:30AM-3:00PM Tuesday, March 10

The Advocacy Central booth is a great place to get your schedule, pick up meeting materials, ask questions, and get assistance with your time on Capitol Hill.

Share Your Experience!

Be sure to take and share photos of your visits to Capitol Hill on social media! You can use the #NLCDC or #golocal hashtags. And don’t forget to tag @leagueofcities in your posts!