

GUIDE TO CAPITOL HILL



- ★ Russell Senate Office Building, Kennedy Caucus Room (Room Number 325): location of the Congressional Breakfast.
- ★ The Capitol Hill Club: meeting rooms which offer a place to work, charge phones, and beverages/light snacks are available to Suppliers on March 4th. Please feel free to stop by after or in between Congressional meetings.



CONGRESSIONAL BRIEFING VISITS: WHAT TO EXPECT, WHAT TO DO AND WHAT NOT TO DO

1. Meetings on the Hill can and will take place anywhere: in a Senator or Representative's office, in a Committee hearing room, in the hall, or in the reception area – don't be surprised.
2. Expect interruptions, tardiness, and cancelled and rescheduled visits. Expect mistakes in scheduling, bells ringing, and early departures.
3. Anticipate possible changes in who you meet.
4. Visits should be planned with sufficient time to account for late meetings and to allow enough time to get from one place to another. Therefore, expect some dead time between meetings.
5. Senators and Representatives have many demands on their time and schedules – your #1 interest may not be their #1 interest.
6. Your presentation should be planned to last 15 minutes – it may be longer or shorter.
7. Make your most important points clearly, succinctly, and specifically.
8. Be honest, candid and relaxed; use a conversational tone in your presentation. Don't be defensive or argumentative.
9. Expect a neutral reaction – Senators, Representatives and staff are seldom in a position to make firm commitments; a favorable response is a commitment to “do the best possible.” A more likely response is an agreement to consider the proposal.
10. Don't be surprised by lack of interest or a negative reaction.
11. Don't respond or be argumentative to a negative reaction.
12. Express appreciation to the person you are visiting for the time spent and the opportunity to present your case.
13. Know who you are talking to, what they do, and what you want from them.
14. There are a variety of reasons for your visit: to provide information; to ask for support; to request a specific action; to request that an action not occur, etc. – know the reason for your visit.
15. Be prepared and equipped to state the reason for your visit. If you want an action taken, what action, and when, to or for whom, and why?

CONGRESSIONAL OFFICE NUMBERING KEY

Canon Offices = Three digits; the first digit is the floor number, followed by the room number

Longworth Offices = Four digits and the first is always “1”, then the floor number, followed by the room number

Rayburn Offices = Four digits and the first is always “2”, then the floor number, followed by the room number

Please call the SIBC at 202-207-3650 if you have any questions!