

## RALLY ON THE HILL—WEDNESDAY, MAY 25

**It's time to show Congress how to help small business.**

Join forces with Summit attendees from across the nation to educate Congress about what needs to be done to create jobs and get the economy growing again. The Rally on the Hill is an opportunity to talk face-to-face with members of Congress and their staffs about the issues impacting your bottom line. Participate in the Rally to advocate for free enterprise-friendly policies, economic growth, and a better environment for your business.

### **Scheduling Your Capitol Hill Appointments**

One of the most effective ways to influence the policymaking process and make a lasting connection with your legislators is to visit them in person. Most legislators have regular office hours when they and their staff are available to their constituents. Scheduling a meeting in advance (3–4 weeks if possible) is recommended. Plan properly to make the most of your Hill visit on May 25.

### **Tips for Successful Meetings With Your Elected Officials:**

- **Check in early** with the receptionist and be prepared to wait if needed—congressional schedules are hectic. It takes about 20 minutes to cross from the House side to the Senate side. If you are running late, call the office as a courtesy.
- **Select two or three recent issues and be prepared** to focus on them. Review and rehearse the key points you want to make. Most Hill visits are brief (15–20 minutes).
- **Be political and concise.** Introduce yourself and say where you live (confirming that you are a constituent). Establish a connection to the issue you plan to discuss by using personal and local examples and relate situations to the member's home state or district to emphasize the need for his or her support.
- **Be responsive.** If you don't know the answer to an elected official's question, say so, and offer to provide that information as a follow-up to your meeting.
- **Follow up** by sending a thank you letter and reiterate the points made during your meeting. If you said you would provide more information—provide it. This is your opportunity to prove that you are a resource.

### **Attire**

Dress is business attire during the Summit. **On Wednesday, be sure to wear comfortable walking shoes as you may have to walk a considerable distance on Capitol Hill.**

## **During Hill Visits, Do ...**

- Research your members of Congress before your meetings and learn their committee assignments, specialties and interests.
- Stick to only a few issues, state a few key points in support of your position, and make a definite request for action.
- Write down whom you met with and their responses to your requests.
- Thank the member of Congress and staff member for providing the opportunity to meet with them. (See the *How They Voted Guide* included in your registration bag.)

## **During Hill Visits, Don't ...**

- Overload a congressional visit with too many issues (aim for two or three at most).
- Expect elected officials to be specialists. Their schedules and workloads tend to make them generalists.
- Be afraid to take a stand on an issue. The legislator wants to hear what you have to say.
- Be offended if, due to scheduling conflicts, your legislator requests that you meet with a staff person. (Staff are often more important in shaping policy decisions)

## **Transportation: Getting to and From the Hill**

**Departing for the Hill:** Buses depart from the East Entrance of the Omni Shoreham Hotel at 7:45 a.m. and 8:00 a.m. and arrive at Columbus Circle in front of Union Station at approximately 8:30 a.m. and 8:45 a.m.

Summit staff are available to usher attendees to the Rally Kickoff meeting in the Capitol Visitor's Center, room [SVC 212-10]. Following the kickoff, Summit staff can help you locate any meetings that you have scheduled.

**Returning to the Hotel:** To return to the Omni Shoreham, please use the cab voucher that you were given at the grab-and-go breakfast. Note: You will need to call a cab in order to use the voucher.