

Capitol Hill Visits 2018 Fact Sheet

Participants attending this year's ACR Annual Meeting will have an opportunity to meet with their Members of Congress on **Wednesday, May 23** during the ACR's Capitol Hill Day. This day provides an excellent opportunity for the radiology community to educate lawmakers on issues of concern to the profession.

Who Schedules the Congressional Appointments:

Each chapter will have a designated key contact to help coordinate the congressional appointment making process.

- The **key contact** will identify one person from each congressional district to make the appointment with their House office.
- The **key contact** will make the two Senate appointments.

When & How to Schedule Congressional Appointments:

- Appointment requests with Congressional/Senate offices should start in **EARLY/MID APRIL.**
- To make the appointment:
 - 1) Call the Congressional/Senate office and ask to speak to the scheduler.
 - 2) When talking with the scheduler, tell them you would like to make an appointment for **Wednesday, May 23**. For both the House and Senate congressional offices, ask for the appointment to be made with the healthcare aid (Health LA) and/or legislative director (LD). **Also request for the Member of Congress to join the meeting.**
 - 3) If the scheduler asks you to put your appointment request in writing, please use the template appointment request letter. **You will need to customize this letter specific to the Congressional/Senate office.**
 - 4) When you get a time confirmed for an appointment, please notify your state's key contact.
 - 5) Key contacts should send Ted Burnes in the ACR's Government Relations office (email: tburnes@acr.org) updates on the appointments made for their chapter.

Capitol Hill Preparation Briefing:

- The Hill preparation briefing is scheduled for **Tuesday, May 22.**
- The Hill preparation briefing provides detailed information for Hill participants on the legislative priorities to address during their congressional appointments.

What to Bring With You for Your Meetings on the Hill:

- **Don't forget to bring business cards to hand out to the Members of Congress and staff you meet with during your appointments. Also bring your driver's license or other form of ID in case that's requested as you enter the congressional buildings.**

Appointments scheduled with Congressional staff:

- While the goal is to meet with your Member of Congress, legislative staff are well-informed, approachable, responsive and have the ear of the legislator. Additionally, staff members will often request that the Member of Congress “drop-by” during the appointment.

Increased Security on Capitol Hill & Bringing Your Luggage:

- Security in and around the Congressional Office Buildings remain tight. **Due to the tight security, Capitol Hill attendees will not be permitted to bring their luggage to Capitol Hill with them.** While we realize this might be an inconvenience, we do not have control over the security issues on Capitol Hill. We recommend that you make your appointments with enough time to return back to the hotel to get your luggage before catching your flight.

Attire for Capitol Hill appointments:

- While business casual attire is encouraged during the ACR Meeting, you should plan to wear **business attire** for your Capitol Hill visits. Men should wear a suit and women should wear a pant or skirt suit.

Materials for your congressional appointments:

- The ACR Government Relations Booth will have congressional visit materials to help prepare Capitol Hill attendees for their meetings.

Congressional Strategy Room:

- The ACR has made arrangements for Hill participants to meet at the Capitol Hill Club (CHC) on the third and fourth floors. The CHC is located at 300 First Street, SE, Washington D.C.
- **Light breakfast and lunch will be available at the CHC.**

Transportation:

- Transportation will be provided to the CHC in the morning. Transportation will also be provided back to the hotel in the afternoon. The closest metro stop to the CHC is Capitol South Station (Orange Line).

For questions about the Capitol Hill Day, please contact Ted Burnes at: 703-648-8949 or via e-mail at: tburnes@acr.org.