

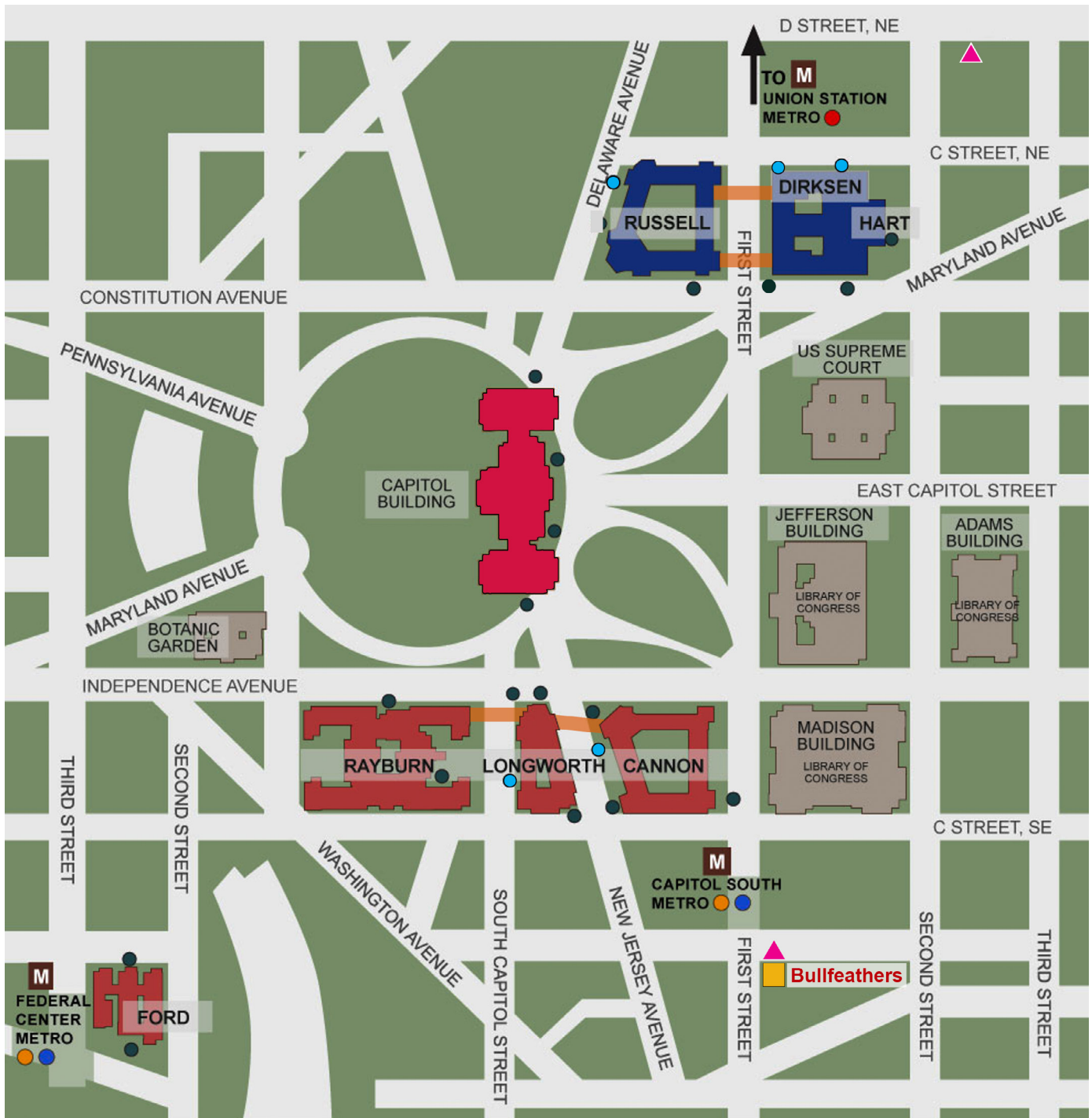


**ALTA
ADVOCACY
SUMMIT™**

May 6 - 8, 2019
Washington, DC

CAPITOL HILL DAY MAP

SPONSORED BY



House office building (Rayburn, Longworth, Cannon*, Ford)

Senate office building (Russell, Dirksen, Hart)

Building entrances

Building entrances only open after 10 am for visitors

Underground Tunnels

Bullfeathers (Hospitality Room)

Emergency Meet Up Locations

House Side is Bullfeathers's
Senate Side is Union Pub (201 Massachusetts Ave NE)

Metro station

Red line Blue line Orange line

*Cannon: due to construction the entrances change daily, please follow signs

GETTING AROUND CAPITOL HILL

The three House Office buildings are connected by underground tunnels. Similarly, the three Senate Office buildings are connected by underground tunnels. You are encouraged to use these tunnels to go between meetings to avoid having to go through security again. Please note that in order to walk from the House buildings to the Senate buildings, or vice versa, you must walk outside. You cannot use the Capitol Building's underground tunnels unless accompanied by a Member of Congress or congressional staff.

SPONSORED BY



House Office Buildings

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

Cannon House Office Building (CHOB)

- Any three-digit room number.
- The first digit indicates the floor.
- Example: 327 CHOB is on the third floor of Cannon.

Longworth House Office Buildings (LHOB)

- Four digit room numbers beginning with "1"
- The second digit indicates the floor.
- Basement room numbers begin with a "B".
- Example: 1223 LHOB is on the second floor of Longworth.

Rayburn House Office Building (RHOB)

- Four digit room numbers beginning with "2"
- The second digit indicates the floor.
- Basement room numbers begin with a "B".
- Example: 2449 RHOB is on the fourth floor of Rayburn.

Electric Lights and Bells System:

One Long Bell: *Short Quorum Call*
Two Bells: *Votes*
Three Bells: *15-min Quorum Calls*
Four Bells: *Adjournment*
Five Bells: *5-Min Votes*
Six Bells: *Recess*
Twelve Bells: *Warning*

Seventh Light: *House in Session*

Senate Office Buildings

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

Dirksen Senate Office Building (DSOB)

- Three digit room numbers preceded by "SD".
- Example: SD 145 is on the first floor of Dirksen.

Hart Senate Office Building (HSOB)

- Three digit room numbers preceded by "SH".
- Example: SH 320 is on the third floor of Hart.

Russell Senate Office Building (RSOB)

- Three digit room numbers preceded by "SR".
- Example: SR 216 is on the second floor of Russell.

Electric Lights and Bells System:

Pre-session signals:

One long ring at hour of convening.
One red light to remain lighted at all times while Senate is in actual session.

Session Signals:

One ring: *Yeas and nays.*
Two rings: *Quorum call.*
Three rings: *Call of absentees.*
Four rings: *Adjournment or recess. End of daily session.*
Five rings: *7 ½ minutes remaining on yeas and nays vote.*
Six rings: *Morning business concluded. (Six rings with corresponding lights. Lights cut off immediately.)*

Recess during daily session. (Six rings with corresponding lights. Lights stay on during period of recess.)

Food Options On Capitol Hill

- **Hospitality Suite at Bullfeathers Sponsored by First American** (*1st & D St. SE*) – 10 am - 5 pm (lunch will be served from 11 am - 2 pm)
- **Longworth Cafeteria** (*Longworth B-223*) - 7:30 am - 2:30 pm
- **Rayburn Cafeteria-** (*B-357*) - 7:30 am - 2:30 pm
- **Dirksen Cafeteria-** (*North Side in the basement*) 7:30 am - 3:00 pm
- **Senate Chef-** (*Hart Ground Floor Connecting Corridor*) 8:00 am to 6:30 pm

Security

Before entering any building, all visitors are screened by a magnetometer.

Prohibited Items:

Liquids	Bottles
Food or beverages of any kind	Creams
Cans	Lotions
	Perfumes



**ALTA
ADVOCACY
SUMMIT™**

May 6 - 8, 2019
Washington, DC

CAPITOL HILL DAY SNAPSHOT

LOGISTICS

Who do I CONTACT with scheduling changes?

- Kirstie Tucker: 202-528-9033 or kirstietucker@dcflyins.com
- The App (search ALTA Meetings) will show real-time schedule changes.

What about TRANSPORTATION?

- Use uber code provided below for transportation to and from Capitol Hill
- Uber Code: AAS2019EVENT

Where's LUNCH?

- Lunch is at Bullfeathers on the House side from 11am to 2pm.
- Snacks and drinks will be available all day.
- Check your map for alternative food options if you don't have time for Bullfeathers.

Where's the WRAP PARTY?

- Bullfeathers starting at 5pm!
- Sponsored by Old Republic

What should I BRING with me?

- Leave Behinds – *available by state delegation beginning at 7am on Capitol Hill day*
- Business cards & comfortable shoes!

WHAT TO EXPECT IN A MEETING

Setting the Stage

- Every group has a pre-assigned leader who will introduce the group, facilitate the conversation and help assign topic leaders
- Some state delegations will also receive an ALTA staff liaison. Discuss Capitol Hill day departure time as a group!

Walking into an Office

- Send your group leader into the office first to check-in with the staff assistant
- Be aware that your meeting may take place in a conference room, congressman's office or in the hallway
- Engage with the staff while waiting for your meeting to begin

During the Meeting

- Introduce everyone in the group & talk about your business and community impact
- Walk *quickly* through the ALTA legislative priorities

After the Meeting

- One member per state delegation should send a report after each meeting using the ALTA Meetings App