



## 2020 COABE Capitol Hill Day Schedule

This event is organized by COABE and generously sponsored in partnership with



Webinar 3/2 at 2EST (View archive at <https://coabe.org/capitol-hill-day/>)

Webinar 3/23 at 2EST (Register at <https://coabe.org/capitol-hill-day/>)

Meet with our public policy firm at the COABE 2020 conference!

Hours:

### Capitol Hill Day on 4/8

- Board bus directly following general session on Wednesday morning
  - Meet with legislators all day from 11am-3:30pm
  - Board bus to head back to Baltimore at 4:00 pm

**Question #1:** What do I need to do beyond register for this event on the conference registration form to be able to participate fully in COABE Capitol Hill Day?

**Answer:** You will need to attend the preparatory webinars on March on 3/2 at 2EST and 3/23 at 2EST. Following the webinars, you will also need to utilize our scheduling tool to contact your legislator and let him/her know you will be in town and would like to set up a meeting. Once your meetings are scheduled, you will need to note the meetings in our scheduler and will then need to participate in our report out at 4pm in Washington DC. Transportation to DC is limited to only those that complete the steps noted above.

**Question #2:** Beyond coordinating with my local program, should I reach out to my state association? If so, any particular state association leader?

**Answer:** Please let your local program know that you are attending this Capitol Hill Day to speak with legislators about the value of adult education. COABE will provide each state association with current membership a list of attendees at this event from their state.

**Question #3:** Do I join a group organized by COABE with planned visits to legislators? Or do I need to organize this myself?

**Answer:** You will need to schedule your meetings, however COABE will provide assistance organizing group meetings as the need arises. We will closely monitor the meeting scheduler, so it's important to note your meetings as soon as they are confirmed.

**Question #4:** Do I need to submit anything for security clearance to enter legislative offices?

**Answer:** You do not need to submit anything in advance for security clearance, however you will need to bring a valid photo ID with you.

**Question #5:** Will group transportation be provided by COABE from Baltimore to D.C. the morning of April 8th? If so, will it be at 11:00, or is that the time we start talking with legislators?

**Answer:** COABE will provide transportation to Baltimore following the general session, and will provide transportation back to Baltimore at 5:00pm. More details will be shared during the webinars.

**Question #6:** If I prefer to stay in Washington DC, can I bring my luggage with me on Capitol Hill Day?

**Answer:** You are welcome to bring your luggage with you, and your bags can be stored at our public policy firms' office. We will provide more details during the scheduled webinars.