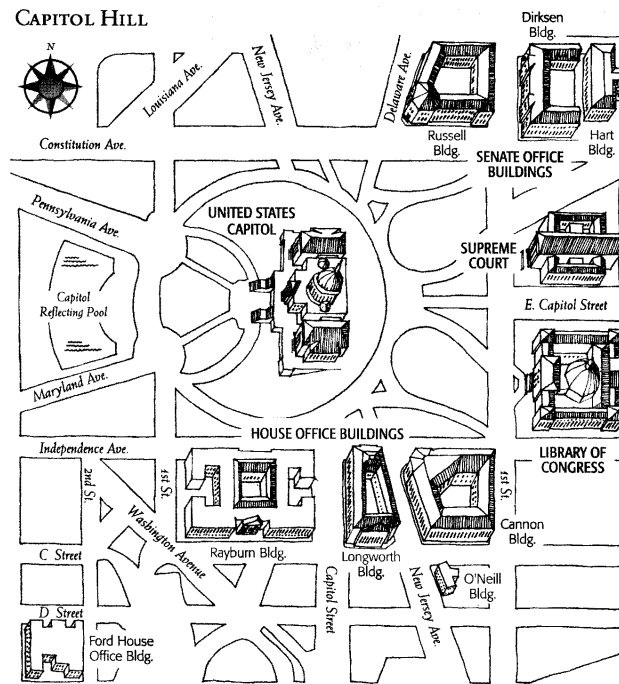


# LOBBYING TIPS

- ✓ Before your lobby visit, **designate one person to moderate** the group discussion. After the moderator states the purpose of the lobby visit, each person should introduce himself or herself.
- ✓ **Know your facts.** Review the fact sheets in the registration packet before meeting with your member of Congress.
- ✓ **Personalize your pitch.** Talk about your personal experience—how this issue affects you and your colleagues. Do not try to be a policy expert. Your member of Congress needs to hear your point of view.
- ✓ **Be polite and positive**—not confrontational. Present your information in a friendly manner. Do not get into arguments.
- ✓ When you get home, **write a brief thank you note** to the congressional office, thanking the member and staff for seeing you. Express your interest in continuing the relationship.
- ✓ **Keep in touch.** Make appointments for follow-up visits to members' district offices. Invite them to local union meetings. Attend town hall meetings or other gatherings at which you can speak with them.

**Please return your congressional report form from today's lobby visit to your union representative before you leave Washington, D.C., or bring it to Room 1116, Longworth House Office Building, between 12 noon and 5 p.m.**

# Instructions for Travel to Capitol Hill



## BY BUS

Buses may not park on Capitol Hill. They must let passengers off and move on. House and Senate office buildings are a five- to 10-minute walk from the bus drop-off points.

### House side:

Participants traveling to the House side of the Capitol by bus will be dropped off at Garfield Circle, located at Independence Avenue and First Street, S.E. (across from the Botanical Gardens). Proceed south to Independence Avenue. Enter House office buildings from Independence Avenue.

### Senate side:

Participants traveling to the Senate side by bus will be dropped off at Peace Circle at First Street and Constitution Avenue, N.E. Proceed north to Constitution Avenue, N.E. Enter Senate office buildings from Constitution Avenue.

## BY SUBWAY

Participants may take the Metro subway to and from Capitol Hill.

### Senate side:

From the Washington Hilton proceed four blocks south to the Dupont Circle Metro station. Take Metro's Red Line train (marked Glenmont) to Union Station. Take First Street, N.E., to Senate office buildings.

### House side:

From the Washington Hilton proceed four blocks south to the Dupont Circle Metro station. Take Metro's Red Line train (marked Glenmont) to Metro Center station. Change to the Blue Line train (marked Addison Road) or the Orange Line train (marked New Carrollton). Exit at Capitol South station. House office buildings are on First and C streets, S.E., as you exit Metro.

## IMPORTANT NOTE

Visitors cannot bring the following items: food or drink, sharp instruments (including pen knives, fingernail files, pepper spray, aerosol containers or anything that may be used as a weapon). Leaflets or buttons cannot be distributed in or around congressional office buildings. Luggage or boxes that will not fit through the X-ray portals are forbidden.

