Tuesday, 2 April

**12:00 - 3:30 PM**

**ORIENTATION SESSION FOR NEW IEEE-USA PARTICIPANTS**

**12:00 PM**  **WELCOME**
Welcome and (quick) introductions

**12:15 PM**  **CVD OVERVIEW**
What will you be doing, and where will you be doing it. We’ll go over your visit schedule, how Capitol Hill is laid out, where to eat, and all the other details you will need to know to navigate Capitol Hill.

**1:00 PM**  **YOUR VISITS**
We’ll teach you how to meet with legislators, what to expect when you get there, and what to do after you leave.

**1:45 PM**  **MESSAGES**
Now that you know what to do, what are you going to say? We’ll go over our basic messaging, the current state of the budget, and discuss how to talk about it with your Legislators. We will also touch on a few other policy topics CVD participants have asked about.

**2:30 PM**  **PUTTING IT ALL TOGETHER**
You know what you are going to do. You know what you are going to say. Now you need to get organized. Meet with your state teams to discuss strategy, plan your meetings, and get ready for Capitol Hill.

**3:30 PM**  **ADJOURN & MAKE YOUR WAY TO RECEPTION**
Guests move on to Exhibits and Reception in the Kennedy Senate Caucus Room (SR 325) of the Russell Senate Office Building.

**4:30 - 7:00 PM**

**EXHIBITS & AWARDS RECEPTION**

**4:00 PM** - Awards Ceremony, Reception & Exhibits (open to public)

**5:00 PM** - Presentation of George E. Brown, Jr. SET Leadership Awards

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Wednesday, 3 April

**9:00 AM - 5:00 PM**

**CONGRESSIONAL VISITS ON CAPITOL HILL**

**Metro Stops:**
Union Station
Capitol South
Federal Center SW

Participating SETWG Organizations will conduct Hill visits throughout the day. Participants will use local Cafeterias and Restaurants of their choice in the various House & Senate Office Buildings.

**Map of Capitol Complex**