Capitol Hill Visits Fact Sheet

Participants attending ACR 2017 — The Crossroads of Radiology® will have an opportunity to meet with their members of Congress on Wednesday, May 24 during ACR 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 speaking with the scheduler, tell them that you would like to make an appointment for Wednesday, May 24. For House congressional offices, ask for an appointment with the health care aid (Health LA) and/or legislative director (LD). For the Senate offices, ask for an appointment with the Senator and his/her Health LA and/or 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; use the Template Appointment Request Letter. You will need to customize this letter specific to the Congressional/Senate office.
   - Template Request Senate Meeting
   - Template Request House Meeting

4) When you get a time confirmed for an appointment, please notify your state’s key contact.

Capitol Hill Preparation Briefing:

- The Hill preparation briefing is scheduled for Tuesday, May 23.
- The Hill preparation briefing provides detailed information for Hill participants on the legislative priorities to address during their congressional appointments.
Items to Bring to Capitol Hill Meetings:

- Business cards to give to members of Congress and staff during your appointments
- Picture identification (see security section below)

First Time Hill Participants:

- ACR staff will offer conference call forums for first-time Capitol Hill Day participants to discuss how best to prepare and what to expect from congressional meetings. A variety of online resources will also be available.
  - Capitol Hill Preparation and Briefing for First-time Attendees
  - The ACR Government Relations team will provide a session during the ACR 2017 Meeting entitled *Advocacy 101- An Introduction for First-Time Attendees* on Sunday, May 21 from 10:00am - 11:30am.
  - Participants will receive an overview of current issues and talking points to help deliver the College’s message.

Appointments 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 tight security, Capitol Hill attendees will not be permitted to bring luggage to Capitol Hill.** 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 to the hotel to retrieve your luggage before catching your flight. **Be prepared to present picture identification during your congressional visits.**

Attire for Capitol Hill Appointments:

- While business casual attire is encouraged during ACR 2017, 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:

- Please download the RAN Advocacy App from your iTunes or GooglePlay stores.
- The app will have the latest information on Capitol Hill Day as well as all materials used and referenced.
- The RADPAC and Radiology Advocacy Network booth will have printed congressional-visit materials that are found on RAN app.
Congressional Strategy Room:

- The ACR has made arrangements for Hill participants to meet at the Capitol Hill Club.

- Light breakfast and lunch will be available at the Capitol Hill Club.

Transportation:

- Transportation will be provided to the Capitol Hill Club in the morning. Transportation will also be provided back to the hotel in the afternoon. The closest metro stop to the Capitol Hill Club is Capitol South.

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