

# FRA 2023 FLY-IN AND FALL BOARD MEETING SCHEDULE

## Tuesday, September 26

11:00 AM – 1:30 PM

Executive Committee Meeting with Working Lunch *(By Invitation Only)*

12:30 PM – 1:30 PM

Welcome Lunch

1:30 PM – 1:45 PM

Meeting Kick Off

1:45 PM – 2:30 PM

Guest Speaker – Ed Gilroy, American Trucking Associations

2:30 PM – 4:30 PM

Legislative Fly-In Preparation

5:15 PM – 8:00 PM

Reception and Dinner – The Capitol Hill Club

## Wednesday, September 27

7:00 AM – 8:30 AM

Fly-in Team Breakfast

9:00 AM – 5:00 PM

Capitol Hill Legislative Fly-In

5:30 PM – 8:00 PM

Reception and Dinner - Phoenix Park Hotel

## Thursday, September 28

7:00 AM – 8:00 AM

Breakfast

8:00 AM – 9:00 AM

Fly-In Debrief

9:15 AM – 11:00 AM

Board of Directors Meeting (Open to All)

11:00 AM

FRA Fall Board Meeting Adjourns

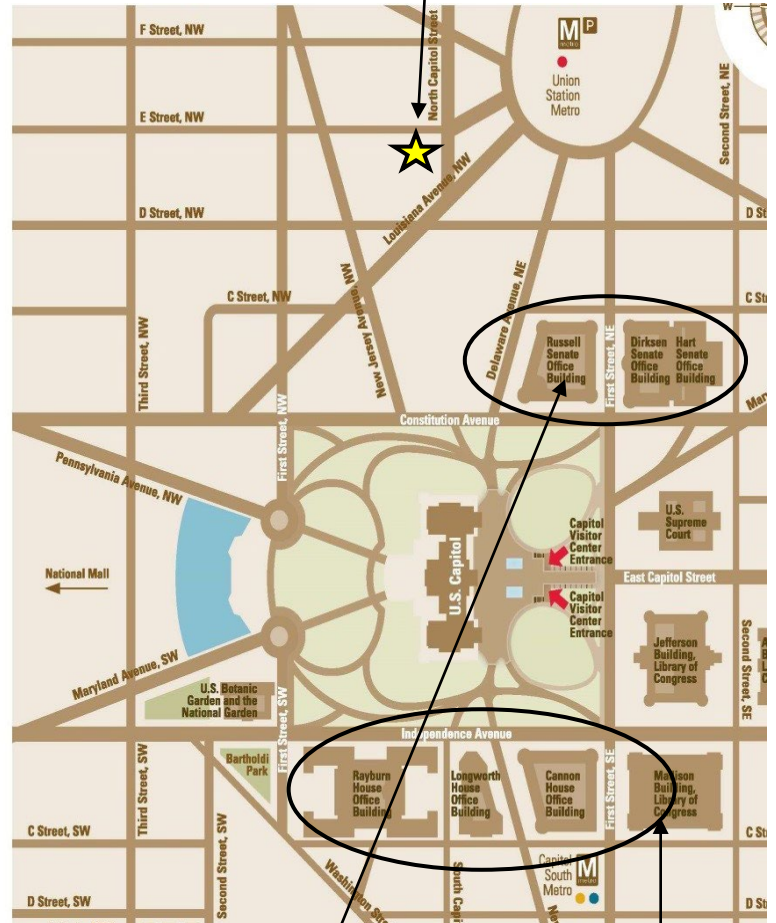
11:00 AM

FRA Southeast Region Steering Committee Meeting

12:30 PM – 1:30 PM

FRA Southeast Region Steering Committee Lunch

Location of the  
**Phoenix Park Hotel**  
520 North Capitol St., NW



**SENATE OFFICE BUILDINGS**  
(Russell, Dirksen, Hart)

**HOUSE OFFICE BUILDINGS**  
(Rayburn, Longworth, Cannon)

## WHAT WILL HAPPEN AT A CONGRESSIONAL OFFICE VISIT?

- **Business dress is advised for all meetings.**
- **Have ID available.**
- All the House Office Buildings are **connected to other House Office Buildings** through basement passageways, and all Senate Office Buildings are also connected to each other—it's not necessary to reclear security each time when moving among House Office Buildings or among Senate Office Buildings.
  - *Tip: In navigating the basement passageway, the buttons inside the elevators display **messages indicating which basement level to select** to get to other Office Buildings.*
- However, the House and Senate Office Buildings are on different sides of Capitol Hill from each other and are not connected underground. Depending on the time frame, it **may be necessary to take a cab between Senate and House appointments**, and you'll have to clear security again.
- Be on time for appointments. If you are running late, call FRA Director of Operations Claire Gedde, 571-250-9349
- Be sure to put cell phones **on silent** before a meeting begins.
- Address a Representative simply as "Congressman" or "Congresswoman" and a Senator as "Senator"—with or without the last name. It is generally fine to address Aides on a first-name basis.
- Bring **plenty of business cards**—you may be handing out three or four of them during some meetings; and be sure to obtain the cards of the Aide or Aides participating in the meeting.
  - *Tip: Immediately after the meeting, make notes about any important points on the back of an Aide's card—a follow-up e-mail is important.*
- A designated Team member—ideally the person with the closest constituent relationship with the Legislator—should make the initial introduction, stating the purpose of the visit.
- At the beginning of the meeting, **indicate any constituent relationships or business relationships** any Team member has in the Legislator's district.
- Use the talking points as a reference—it's important to **get comfortable with them in advance**.
- Team members should bring their personal experiences and perspectives to support the issues but should remember to have a **united voice in meetings**.
- **Present the drop-off packet** as soon as the Member or Aide shows interest in it; otherwise, present at the end of the meeting.
- If you don't know the answer to a question, admit it, and **offer to follow up** (FRA staff will be able to help you follow up).
- Reference the talking points to be clear about what action you are requesting on each issue, and **specifically request what you're asking for** before the meeting concludes.
- If the actual Member of Congress is present, and there is time, **suggest taking a group photo** together at the end of the meeting.
- Send the primary Aide an **e-mail within the week**, thanking him or her and the Member and reiterating what you're asking for. *E-mail follow-up greatly leverages the impact of your meeting.*