

Capitol Hill Day Logistics Guide

National PTA 2020 Legislative Conference



Before Hill Day

As a constituent, your on-the-ground perspective is invaluable to legislators and their staff. Your meetings will be more productive if you are familiar with which federal programs are at work in your school and in your district and have some examples of how they are working (e.g. is your school district a Title I school district? How much Title I money does your school district receive? How many children receive free-or reduced-price lunch? etc.). You should also visit the websites of your Members of Congress to better understand their positions on education issues. Those pages can be accessed at [House.gov](#) and [Senate.gov](#). We look forward to helping ensure your voices are heard on Hill Day! Please also make sure to watch the All Attendee LegCon webinar on Thursday, February 27 at 8:00pm. Register [here](#) to secure your spot! The webinar will be recorded so you can watch at your convenience.

Hill Day App

National PTA has an app that allows members to “Take Action” directly on their phone. In addition, this app also has the conference schedule of events, attendee directory and more. This app will help prepare for your meetings with easy access to Hill Day documents and how to navigate Capitol Hill. Please download the app by going to your mobile device’s app store and typing in “PTA Events”.

Tuesday, March 10, 2020

Hill Day Preparation Sessions

2:05 p.m. to 2:50 p.m.

Workshop 1: Hill Day Prep: An Opportunity to Invest in Kids

6:05 p.m. – 7:00 p.m.

Workshop 4: Preparing to Take Action on Capitol Hill

Both of these workshops will give you the opportunity to review Capitol Hill Day logistics, the Hill Ask and time planning for your Hill meetings. The government affairs staff will be available to answer any questions you may have about the Hill Day. Check the LegCon app to find out which room your state delegation will meet in.

Wednesday March 11, 2020 (Hill Day)

Attendees will be provided a “Grab and Go” breakfast and then depart for Capitol Hill on their own schedule. Attendees may either take the Metro Transit system (estimated fare is \$8 round trip) or Taxi/Uber/Lyft (estimated fare is \$20 one way) to the Hill. A \$20 travel voucher will be reimbursed for National PTA Board members, State Presidents and FLCs. Please see “Getting to and Around Capitol Hill” section of this guide for more details.

Contacting Someone during the Day

You may try contacting a member of the Government Affairs team, but know that we will be in meetings throughout the day and may not be able to respond immediately. In lieu of a phone call, text or email will likely result in the quickest turn-around time:

- Beth Rorick, Deputy Executive Director of Government Affairs and Communications:

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571-329-9350; erorick@pta.org

- Jacki Ball, Director of Government Affairs: 703-405-5206; jball@pta.org
- Eileen Huck, Senior Manager of Government Affairs: (571) 329-7905; ehuck@pta.org

If you have any issues with your hotel or travel, please contact:

- Dwain Robertson, National PTA Meetings and Travel Coordinator, via phone: (703) 518-1218 or (571) 329-9359.

If it is after business hours (9:30 a.m. to 6:00 p.m. Eastern Time, Monday through Friday) please call: 888-928-5813 and mention the code PTA. **Please note: After-hours assistance is a billable service and National PTA is charged for each call, therefore, this service should be utilized only in cases of genuine emergencies.**

After your Hill Day

Follow up with the offices you met with! National PTA will send you template thank you emails to send to your members of Congress and staff members within a week following your Hill visits.

Getting To and Around Capitol Hill

Getting to Capitol Hill

- Please allow for one hour of travel time from the hotel to Capitol Hill.

Taking Metro

- The closest Metro Station to the hotel is the King Street Metro Station. It is approximately one-half mile from the hotel. To reach the Metro on foot, exit the front lobby door, make an immediate right and walk to the corner of Jamieson Avenue. Turn right and walk straight ahead along Jamieson passing Starbucks and, two blocks later, the U.S. Patent and Trademark Office on the right. At the traffic light, cross over Dulaney Street and then turn immediately left in front of the Panera Bread restaurant. Continue along Dulaney Street towards the main intersection at Duke Street. At the traffic light, cross Duke Street where Dulaney Road now becomes Diagonal Road. Follow Diagonal Road straight ahead passing Embassy Suites and later Joe Theismann's Restaurant on the right. Make a left at King Street crossing Diagonal Road at the traffic light towards the Metrorail Station. (Approximately 11 minutes.) If you prefer not to walk, you can take the Westin Alexandria shuttle to the King Street Metrorail Station. Please contact the front desk or call 571-237-1914 at least 15 minutes in advance of when you want to leave. Shuttles run on a first-come, first-serve basis.
- Alternatively, you can take Uber or Lyft to the Metro station. The fare is approximately \$8 one-way.
- A \$20 travel voucher will be reimbursed for Board Members, State Presidents and FLCs. This will be automatically included in the reimbursement form provided to you after the conference.
- Metro fare cards are available for purchase at any time in the Metro station kiosks or beforehand online at smartrip.wmata.com.

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- For convenience, we recommend purchasing the cards once you arrive in DC. Roundtrip metro fare should be around \$8.

Metro Directions to the House Side of Capitol

If your meeting is in Longworth, Rayburn, or Cannon House Office Building, you will need to take the Metro to the House side of the Capitol.

Directions:

- From the hotel, travel to the King Street Metro Station (see directions above).
- Take the **yellow** line (in the direction of *Mt. Vernon*) to the **L'Enfant Plaza** metro station.
- Once there, transfer to the **blue** or **orange** line (in the direction of *Largo Town Center* (**blue**) or *New Carrollton* (**orange**)) to **Capitol South**.
- Exit at the **Capitol South** station, which will drop you off outside of the Cannon House Office Building (*See Capitol Hill map in this packet for the Metro location in relation to House buildings*).

Metro Directions to the Senate Side of the Capitol

If your meeting is in the Russell, Dirksen, or Hart Senate Office Building, you will need to take the Metro to the Senate side of the Capitol.

Directions:

- From the hotel, travel to the King Street Metro Station (see directions above).
- Take the **yellow** line (in the direction of *Mt. Vernon*), to the **Gallery Place/Chinatown** metro station.
- Once there, transfer to the **red** line (in the direction of *Glenmont*) to **Union Station**.
- Exit **Union Station** through the Massachusetts Avenue exit.
- You may walk to the Senate office building (*See Capitol Hill map*). The Senate office buildings are approximately 0.3 miles away. Alternatively, taxis are available at Union Station.

Returning to the Hotel from Capitol Hill via Metro

From Senate (Union Station):

- Walk or taxi to **Union Station** (*see Capitol Hill map*).
- Take the **red** line (in the direction of *Shady Grove*) to **Gallery Place/Chinatown** metro station.
- Once there, transfer to the **yellow** line (in the direction of *Huntington*) to the **King Street** metro station.
- If returning to the Westin on foot, exit the Metro Station at ground level and walk straight ahead across the parking lot towards the Embassy Suites. Make a right onto Diagonal Road. At the main intersection at Duke Street (in front of the National Credit Union Administration), cross over to the island and use the crosswalk at the traffic light to cross Duke Street to Dulaney Street (Diagonal Road becomes Dulaney at the Carlyle lion statues). Walk straight ahead for one block. At Panera Bread restaurant, cross over Jamieson Avenue and make immediate right to cross Dulaney Street. Walk straight along Jamieson Avenue passing the U.S. Patent and Trademark Office and, two blocks later, Starbucks on your left. Turn right when you reach Courthouse Square, and you will see the Westin Alexandria entrance in front of you (directly across the street from the U.S. Courthouse.) (Approximately 11 minutes.) If you prefer not to

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walk, you can call for a shuttle to the Westin Alexandria at 571-237-1914 and wait for a shuttle to come and pick you up in front of the bus shelters.

From House (Capitol South):

- Walk to the **Capitol South** metro station (see *Capitol Hill map*).
- Take the **blue** or **orange** line (in the direction of *Franconia Springfield (blue)* or *Vienna (orange)*) to the **L'Enfant Plaza** metro station.
- Once there, transfer to the **yellow** line (in the direction of *Huntington*) to the **King Street** metro station.
- If returning to the Westin on foot, exit the Metro Station at ground level and walk straight ahead across the parking lot towards the Embassy Suites. Make a right onto Diagonal Road. At the main intersection at Duke Street (in front of the National Credit Union Administration), cross over to the island and use the crosswalk at the traffic light to cross Duke Street to Dulaney Street (Diagonal Road becomes Dulaney at the Carlyle lion statues). Walk straight ahead for one block. At Panera Bread restaurant, cross over Jamieson Avenue and make immediate right to cross Dulaney Street. Walk straight along Jamieson Avenue passing the U.S. Patent and Trademark Office and, two blocks later, Starbucks on your left. Turn right when you reach Courthouse Square, and you will see the Westin Alexandria entrance in front of you (directly across the street from the U.S. Courthouse.) (Approximately 11 minutes.) If you prefer not to walk, you can call for a shuttle to the Westin Alexandria at 571-237-1914 and wait for a shuttle to come and pick you up in front of the bus shelters.

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M System Map

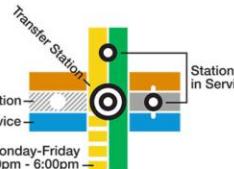
Legend

- RD Red Line • Glenmont / Shady Grove
- OR Orange Line • New Carrollton / Vienna
- BL Blue Line • Franconia-Springfield / Largo Town Center
- GR Green Line • Branch Ave / Greenbelt
- YL Yellow Line • Huntington / Fort Totten
- SV Silver Line • Wiehle-Reston East / Largo Town Center

Station Features

- Bus to Airport
- Parking
- Hospital
- Airport

Under Construction — Full-Time Service —
Rush-Only Service: Monday-Friday
6:30am - 9:00am 3:30pm - 6:00pm —



wmata.com
Customer Information Service: 202 637-7000
TTY Phone: 202 638-3780
Metro Transit Police: 202 962-2121

Connecting Rail Systems

AMTRAK VRE MARC



No Smoking



No Eating or Drinking



No Animals (except service animals)



No Audio (without earphones)



No Littering or Spitting



Map is not to scale

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Taking a cab or ride share

Another option for traveling to Capitol Hill is via taxi or ride share (Uber or Lyft). Fare from the hotel to Capitol Hill will be approximately \$20-\$25 and may be higher depending on the time of day.

- If using a ride share app, use the name of the first building you are visiting as your destination. Ride share apps recognize the names of Congressional office buildings.
- If returning to the hotel via taxi or ride share, the hotel address is 400 Courthouse Square, Alexandria.
- Traffic in Washington is unpredictable. Allow at least 45 minutes to get to Capitol Hill from the hotel if traveling by car.

Getting into House or Senate buildings:

Visitor Entrances: Each office building has visitor entrances which are clearly marked. Once you are in the building, you will be required to remove all coats and place all belongings through the scanners (coats, purses, bags, cell phones, iPads, etc.) before walking through the metal detector. All items are subject to search. Come prepared to wait in line and to comply with all mandated security procedures. Security is tight at the Capitol Hill complex (similar to airport security), so be sure to leave all unnecessary items at home. Remember the less you bring, the quicker security moves and - in general - the less you need to carry around during the day.

Getting Around the Capitol

The Capitol is a big place, covering a lot of walking distance (*see Capitol Hill map*). **Wear comfortable shoes!** If the weather is pleasant enough, you may consider leaving your coat behind for convenience as it may be easier to walk around Capitol Hill without a bulky coat.

The Capitol Building sits in the center of the House and Senate office buildings. All House buildings are on the South side of the Capitol, the Senate buildings are on the North side.

Please allow 15 to 20 minutes to walk from one side of the Capitol Complex to the other side. A cab to either side will take about 5 minutes (if there is no traffic) and typically costs between \$6-\$12, depending on the number of passengers and traffic.

House and Senate Office Buildings and Numbering Systems:

There are three House buildings: **Cannon, Longworth, and Rayburn**. Please note that the office numbering system for House office buildings can be confusing at first, as they are distinguished by a 0-1-2 system:

- 0 (no extra digit at front): Cannon
- 1: Longworth
- 2: Rayburn

Offices in the Cannon building will be three digits and are traditionally numbered. All offices in the Longworth and Rayburn buildings are four digits. Longworth offices begin with a "1", and offices in the

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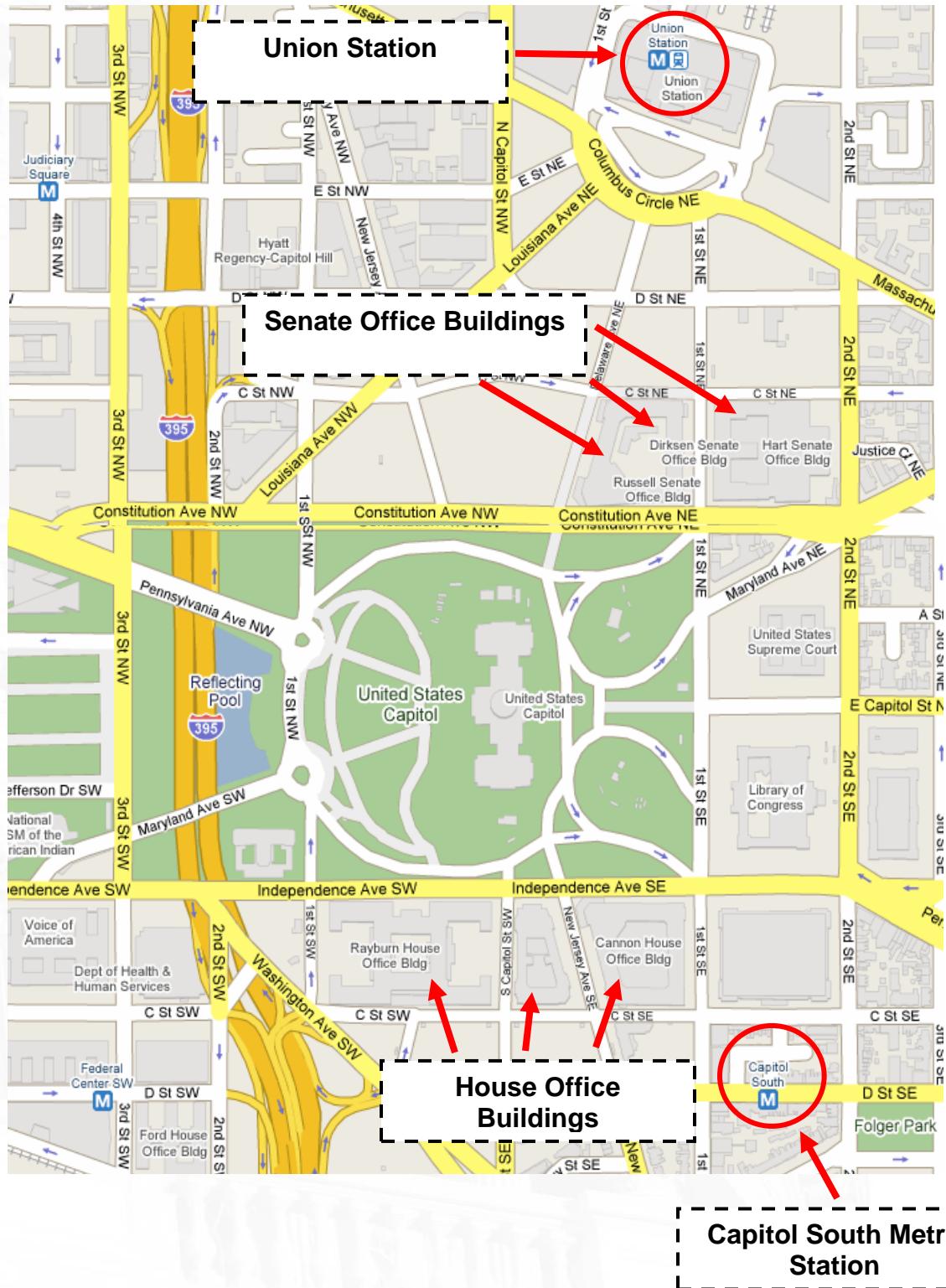


Rayburn building begin with a “2”. To determine the floor an office is located on in both the Longworth and Rayburn buildings refer to the second digit. For example: 1245 is located on the second floor of the Longworth building; and 2245 is on the second floor of the Rayburn building. Office number 245 is located on the second floor of Cannon.

The Senate buildings are **Russell, Dirksen, and Hart**. Their numbering system is straightforward.

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Dining Facilities in the Capitol Hill Complex

★ Recommended Dining Places.

Senate Office Buildings:

★ **Dirksen North Servery and Dining Room**, Dirksen Basement North Side, 7:30 am to 3:00 pm. This provides cafeteria and carry out service to Senators, staff, and visitors. When the Senate is in session, visitors may not be admitted between the hours of 12:00 noon and 1:30 pm. Special arrangements for group visits can be made. Menu recordings can be heard by calling (202) 224-2650. Major credit cards and debit cards are accepted.

Dirksen South Buffet, Dirksen Basement South Side, 11:30 am to 2:30 pm. This is a buffet style dining facility open to Senators, staff, and visitors. Reservations are recommended but not required. American Express, Discover, MasterCard, and Visa are accepted.

Dirksen South Side, Dirksen Basement South Side, 8:00 am to 4:00 pm. This is a self-service carry out open to Senators, staff, and visitors. The South Side offers gifts, sundry, greeting cards, Senate apparel, newspapers, in addition to a wide selection of snacks, beverages, frozen yogurt and cold take out menu items. American Express, Discover, MasterCard and Visa are accepted.

★ **Hart Senate Chef**, Dirksen/Hart Ground Floor Connecting Corridor, 8:00 am to 6:30 pm. Hart Senate Chef is open to Senators, staff and visitors. The Senate Chef features both hot and cold sandwiches, popcorn, and frozen yogurt.

Russell Carry-Out, Russell Building Basement, NW corner, 7:30 AM to 5:00 PM. Located in the Russell building, offers carry-out service.

House Office Buildings:

Cannon Carryout, Cannon Basement, 7:30 am to 4:00 pm. This is open to Members, staff, and visitors. Serves breakfast and lunch.

★ **Longworth Cafeteria**, Longworth Basement, 7:30 am to 2:30 pm. This is a food court open to Members, staff, and visitors. Here, you can find a wide selection of foods for both breakfast and lunch.

Longworth Convenience Store, Longworth Basement, 9:00 am to 6:00 pm. This is open to Members, staff, and visitors. Here, you can find a wide variety of sundry goods, candy, soda, ice cream and tobacco products.

★ **Rayburn Cafeteria**, Rayburn Basement, 7:30 am to 2:30 pm. This is open to Members, staff, and visitors. Here, you will find a hot line, which offers both breakfast and lunch entrées, and a selection of "fast food" choices. Made-to-order sandwiches are available at the deli and salads can be made from the salad bar. There are also cooking stations that feature made-to-order hot food entrées.

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Rayburn Pizza Plus, Rayburn Basement, 11:00 am to 7:00 pm. This is open to Members, staff, and visitors. Here, you will find a wide range of specialty and made-to-order sandwiches and other deli items.

In addition to the various eateries mentioned above, there are a variety of vending machines located in both the Longworth and Rayburn buildings (for food) and in Cannon (for snacks and beverages). If you so desire, there is a House gift shop located in the Longworth building, a few doors down from the food court.