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Capitol Logistics

Getting to Your Meetings

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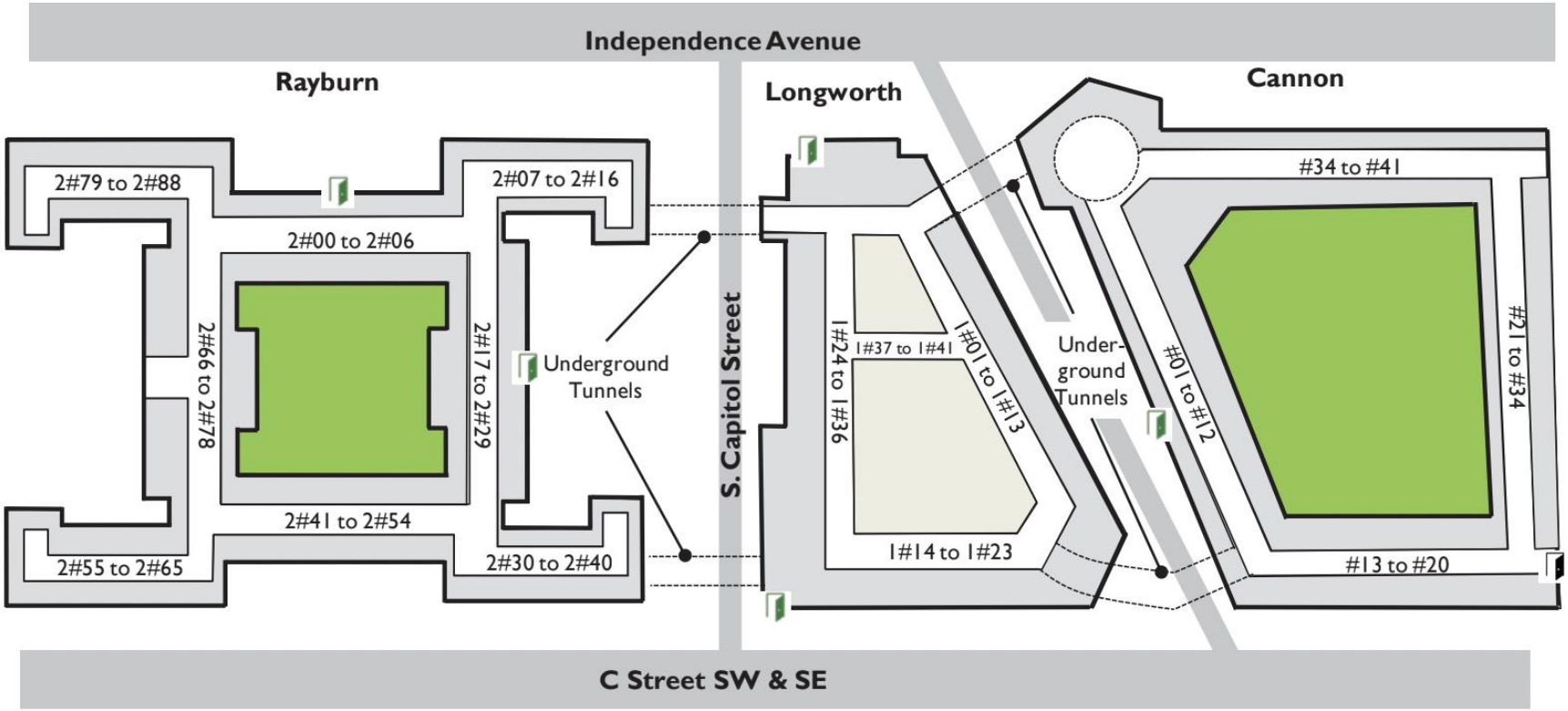


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Inside the House Office Buildings

Public, Handicapped Accessible Entrance **Public Non-Handicapped Accessible Entrance** **Entrance Member/Staff-Only Until 10 AM**

- Use the floor plans below to orient yourself once inside House office buildings; the floor plans are identical for different floors within the same building
- To identify offices, keep in mind that the first digit identifies the building (three digit numbers are in Cannon, four digit numbers starting with 1 are in Longworth, and four digit numbers starting with 2 are in Rayburn), the next number indicates building floor, and the last two numbers in dicate specific office
- For example, Room 2255 is on the second floor of Rayburn



Source: National Journal Research

House Numbering System

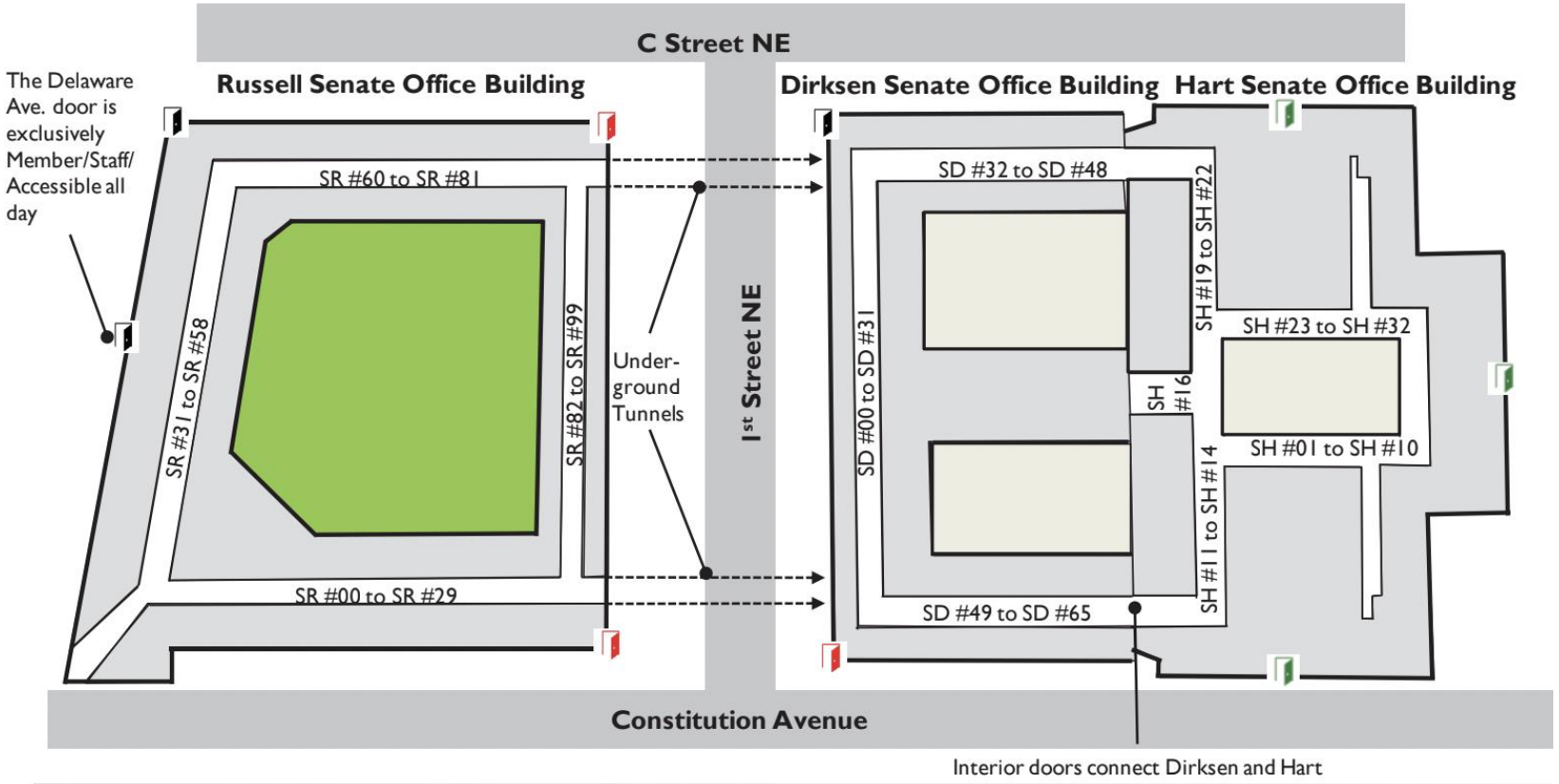
- **Cannon (CHOB)** – three digit-numbers, first number indicates the floor (B means basement)
- **Longworth (LHOB) –** four digit-numbers beginning with 1, second number indicates the floor starting with ground floor (1035 is ground/1105 is first floor)
- **Rayburn (RHOB)** – four digit-numbers beginning with 2, second number indicates the floor (B means basement or SB means subbasement)

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Inside the Senate Office Buildings

Public, Handicapped Accessible Entrance **Public Non-Handicapped Accessible Entrance** **Entrance Member/Staff-Only Until 10 AM**

- Use the floor plans below to orient yourself once inside Senate office buildings; the floor plans are identical for different floors within the same building
- To identify offices, keep in mind that the first two letters before the office number identify the building (e.g., "SR" is Senate-Russell), the next number indicates building floor, and the last two numbers indicate specific office
- For example, SD 249 is on the second floor of Dirksen.



Source: National Journal Research

Senate Numbering System

- Dirksen (DSOB) – SD indicates Dirksen, first number indicates the floor
- Russell (RSOB) – SR indicates Russell, first number indicates the floor
- Hart (HSOB) – SH indicates Hart, first number indicates the floor

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Capitol Building Numbering System

- Rooms start with "H" or "S" to indicate whether they are on the House or Senate-side of the Capitol
- Single digits (H1, H2, H3) are in the basement
- Three-digit numbers indicate floor; so H-101 is on the first floor; H-201 is on the second

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How to go Through a Metal Detector Demonstration

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Tunnels

- Easy walk underground between office buildings to avoid entering and exiting security. (Follow the signs!) House-to-Senate tunnels closed to public unless with staffer.
- Senate to Senate
  - RSOB and HDOB connect in basement; DSOB and HSOB connect on every level
- House to House
  - LHOB to CHOB via LHOB basement; LHOB to RHOB via LHOB subbasement

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In Your Meetings

Items to Bring, Expectations, Food & Activities

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What should I bring?

- As little as possible
- Wear lapel pin
- Bring your name tag (for reception only)
- Padfolio/Handouts/Team Info Sheet

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What is in your SASA Folders?

- SASA Public Platform
- ESEA Issue Brief
- NDAA Issue Brief
- SASA FY27 NDAA Key Points
- SASA Appropriations Letter
- FIRST/RECF informational brochure
- Invitation to Reception

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What can I expect?

- Short & sweet meetings
- Bells or interruptions
- Elevators may be staff access only
- Office Space is small
- Listen to Capitol Police!

Expect to have fun and make a difference!

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Food & Cafeterias

- See material website for lunch and dinner options available around Capitol Hill
- Each congressional office building has a café in the Basement (or ground floor in HSOB)
  - Largest cafeterias in Longworth and Rayburn
- Water, it will be HOT

- Light refreshments at NAC 2026 Reception

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Capitol Tours & Gallery Passes

- Can request a staff-led Capitol Tour after your meeting
  - Tickets also may be available online
- Available from each office you meet with
- Official gallery passes will allow you to revisit the Capitol when in session and sit in the gallery to watch

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Reception

- 5-7pm Cannon House Office Building
  - Cannon Caucus Room: 390 CHOB

- Bring your name tag and entry ticket
- Any non-Congressional guests need a reception ticket
- Invite everyone (and their offices) you meet with!

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Reception Tickets

- BRING TICKET TO RECEPTION - Our people will not let you in without it
- Tickets are in the back of your nametag If you need any extra tickets, they are $75 each, let us know and we can get you some additional tickets.
- Reception is a reception, it is not dinner
- Leave some food for our staff guests

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At the Reception

- Mingle, Network
- If staff shows up, they will be wearing a staff ID card
- If a Member of Congress or Senator shows up, they will have a round pin on
- TALK TO THE STAFF CASUALLY
- TELL THEM WHY YOU ARE EXCITED FOR ROBOTICS
- Try to get staff to the people from the state they represent (states on name tags)

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Reminders and Best Practices

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Be flexible!

- Arrive early
- Be respectful of staffers' time
- Offices may be small
- Be conversational

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Tips for Effective Advocacy

- Be quiet and respectful in the halls
- Use the talking points
- Invite staffers and Members to the reception

- Most of all…Build relationships

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Your Tuesday Point of Contact

248-419-1189 and staff@mysasa.org

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Before You Leave!

- Confirm that you understand *where* EACH of your meetings are and *who* you are meeting with.

- If you have not confirmed all details of your meeting schedule for tomorrow, talk to us ASAP!

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