



American
Occupational Therapy
Association

Navigating Capitol Hill: Getting to Your Meetings

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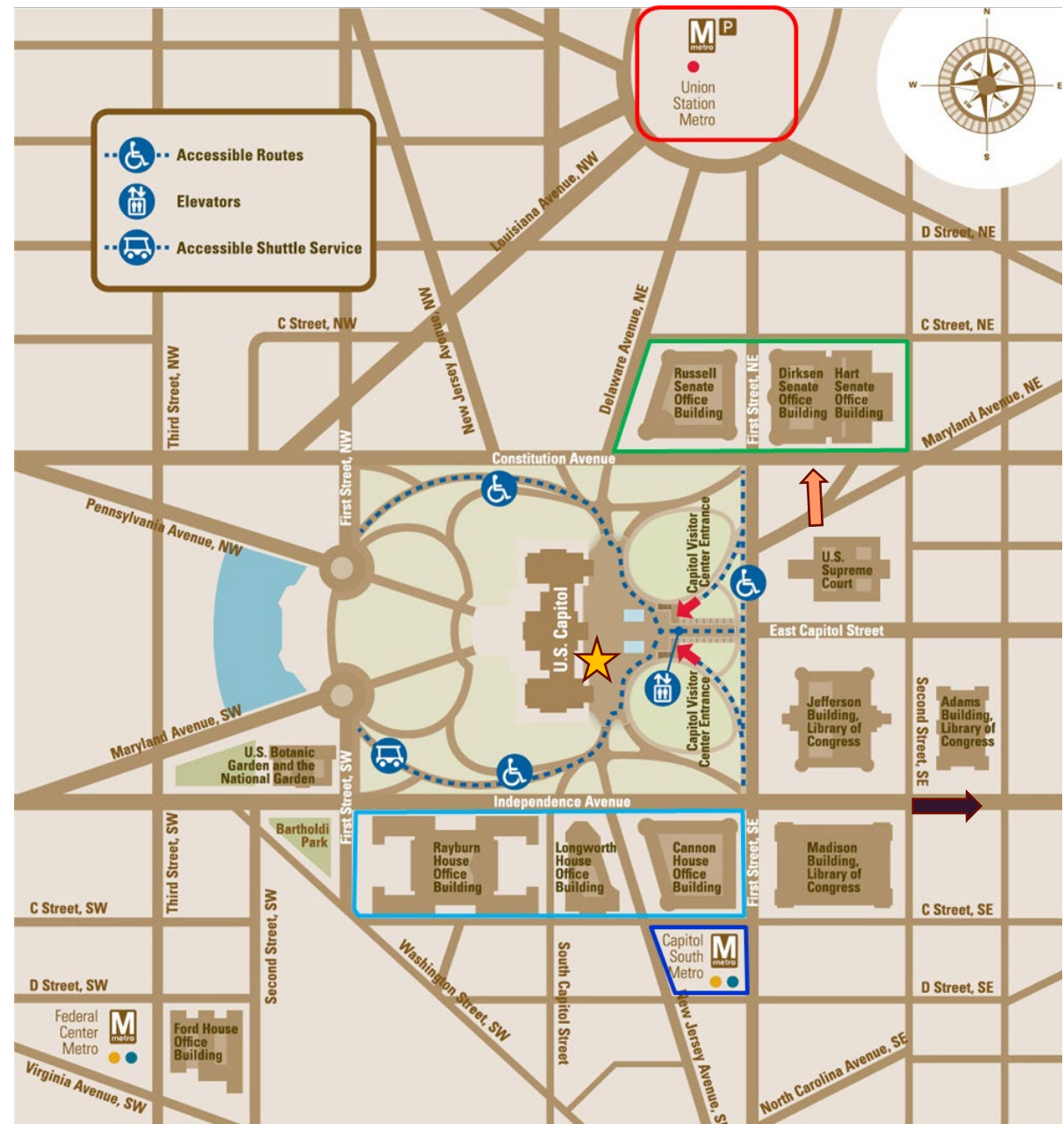
Addresses of the Congressional Office Buildings

- Rayburn House Office Building - 45 Independence Ave SW, Washington, DC 20515
 - Longworth House Office Building - 1 Independence Ave SE, Washington, DC 20003
 - Canon House Office Building - 27 Independence Ave SE, Washington, DC 20003
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- Russell Senate Office Building - 2 Constitution Ave NE, Washington, DC 20002
 - Dirksen Senate Office Building - 50 Constitution Ave NE, Washington, DC 20002
 - Hart Senate Office Building - 120 Constitution Ave NE, Washington, DC 20002

Map of Capitol Hill



- **Senate offices buildings** are on Constitution Ave
- **House office buildings** are on the opposite side of the Capitol Complex on Independence Ave
- The **Capitol South Metro Station** is closest to the House with access to the Blue, Orange and Silver Lines
- **Union Station** is the nearest metro to the Senate with access to the Red Line
- **Photo Location** is on the House Side of the Capitol Steps
- **Morning Meeting** is in the Senate Dirksen Building
- **AOTPAC event** is down Independence/Pennsylvania Ave near Eastern Market Metro



Morning Meet-Up Location

- **Senate Dirksen Building-B48**
 - Collect Folders
 - Collect Hill Day Button and other Swag
 - Ask questions about schedules or issue
 - Meet up with your groups

Directions:

- B is for Basement level. The room is located just inside the cafeteria area near the coffee shop.
- If you enter by the main Dirksen entrance on Constitution Ave near the corner of First St, NE go down two floors.
- The room is not on any signs, they all stop at SD-B47, go *into* the cafeteria.

Tips for the Day

- **Wear comfortable shoes.** You may be doing a lot of walking when going between offices.
- **Be prepared to go through metal detectors and security lines.** There may be long lines to get through security, so arrive at the office buildings with time to spare.

Tips for the Day

- **Be prepared to wait for meetings.** The schedule is unpredictable. You may have to wait through no fault of the Member of Congress or their staff.
- **Use the app** to see who else is in the meeting and communicate with them about their timing.
- **Do Not Start meetings early** if all of your group has not arrived.
- **Communicate with others in your group** if you are going to be late.

Tips for the Day

- **Contact the office if you are going to be late.**
- If you have communicated with a group already at the office you don't need to call.
- Otherwise, the phone number is in the app. It is an important courtesy, and they will greatly appreciate this gesture.
- **If you get lost:** Ask Capitol Police for help

Navigating Capitol Hill: Before Your Meeting

Arriving to Your Meeting

- Meet up with your group outside of the office a few minutes before the meeting so you can meet each other.
- You don't have to go into the office early, in fact it is better to wait for everyone to arrive, unless it is time for the meeting.
- Tell the staffer at the front desk “We are with AOTA for a (APPOINTMENT TIME) meeting with (Staffer or Member name).”
- DO NOT START THE MEETING EARLY – other individuals may be in your meetings. Please do not start without them.

Questions?

Contact us at HillDay@aota.org