



## Frequently Asked Questions for Capitol Hill Day

Logistics, including information on schedules, registration, hotel accommodations, and an informational webinar can be found by clicking [here](#).

Q: Will GSA prepare us for our meetings?

A: Yes. On April 29, the day before the Hill Visits on April 30, GSA will have several training opportunities, presentations, and talks to help make you feel comfortable and at ease for your visits. You are also advised to watch [Practical Approaches for Advocating for Health and Aging Research on Capitol Hill](#) and [Advocating for Healthy Aging: Influencing Federal Public Policy](#) prior to coming to Washington. Remember, you are the Members' constituents, and they want to hear from you. You will also receive materials before you arrive in Washington, D.C., [including a map of Congressional offices linked here](#).

Q: Who is scheduling the meetings and who am I meeting with?

A: **GSA is handling scheduling of all meetings.** You will be meeting in small groups with Congressional offices. You are meeting with staff members who work with your representatives in the House and Senate. GSA will share this information ahead of time. Also, understand that last-minute changes occur. You will be notified through the Advocacy App. If you have a relationship with your representative and wish to help GSA make a connection, please contact Trish D'Antonio at or Jordan Miles at [profaff@geron.org](mailto:profaff@geron.org).

Q: Who am I representing on these visits?

A: Ideally, you are representing GSA and your institution if that is permissible. It is important to check with your institution if this is acceptable. Regardless, you are representing GSA.

Q: How do I download the AdvocacyDay application on my mobile phone? Who can help me with technical issues?

A: You can download the app using the links below. Use your email address to log in, and you will receive a code to enter via email for full access. You should have received an email with additional directions.

- **Download the AdvocacyApp**
  - [Apple App Store](#)
  - [Google Play Store](#)
  - [Samsung Galaxy Store](#)

As a web-based backup, you can also view your schedule for GSA Capitol Hill Day here: [advocacyday.net/gsa](http://advocacyday.net/gsa). The login process is the same. A member of the Advocacy Associates team will be present on Tuesday afternoon from 3:00-5:30 PM and on Wednesday from 7:30-9:30 AM in the meeting room to provide technical assistance.

Q: In the app under "More", I see a link to "Impacts of Indirect Cost Cap by State House/District" under the "Documents/Resources." What is that?

A: The GSA Policy Team will review this with you. You should interact with it prior to your arrival by visiting [scienceimpacts.org](http://scienceimpacts.org). The map details by county, Congressional District, and by state the impact of the proposed cap on indirect research costs. You should integrate these numbers into your talking points, depend on if you are speaking to a House or Senate member's office.

Q: When should I arrive at the Congressional office and what should I bring?

A: Arrive at least 15 minutes early, if possible. Bring business cards and GSA-provided materials.

Q: How should I prepare for the meetings on my own?

A: [GSA will provide talking points](#). They are also in the app. Please review these beforehand. Be clear, concise, and respectful. Introduce yourself and anyone with you. Prepare a 2-3 minute introduction that highlights your work and how it contributes to improving our health and well being.

Q: When should I arrive at the Congressional office and what should I bring?

A: Arrive at least 15 minutes early, if possible. Bring business cards and GSA-provided materials.

Q: What can I expect as I enter the Congressional building?

A: Expect long lines as Congress is very busy. No weapons are allowed into the buildings. Security may take a few minutes, and all coats, belts, watches, coins, and metal items should be removed, scanned, and returned. You will walk through a scanner. A government-issued ID is not required, but it is good practice to have on your person.

Q: Will a GSA staff member be with me during our meetings?

A: Possibly. GSA staff members will be navigating many small groups.

Q: Should I expect the Member of Congress to be present for the entire meeting?

A: Not necessarily. Their schedules are often packed. You may meet primarily with a staff member, or the Member may join for a portion of the meeting. This is normal and doesn't diminish the importance of your visit.

Q: How long will the meeting likely last?

A: Meetings are typically scheduled for 15-20 minutes. Be respectful of the staff's time and stick to your key points. You may encounter your Member of Congress for a shorter amount of time.

Q: Who should do the talking when we meet with the staff member?

A: It is vital to discuss this beforehand as a group, noting who will introduce your group and who will touch on what talking point. It is important to stick to the talking points and the ask that GSA has provided you with.

Q: What if I disagree with the Member or staffer's views?

A: Remain polite and professional. The goal is to have a productive conversation, even if you don't agree on everything. Do not say, "I disagree," but rather say, "thank you for making that point" and thank the staffer. It is unlikely that the staff member will become confrontational or political.

Q: What if the Member or staffer asks me a question I don't know the answer to?

A: It's okay to say you don't know. Offer to follow up with the information later. Make sure to note the question and follow up with a GSA Policy Team Member.

Q: Is GSA providing transportation to and from Capitol Hill for our meetings?

A: Yes. Buses will leave the hotel at 8:30 AM from the hotel for transportation to Capitol Hill. Buses will leave from the Peace Circle on the Senate side in front of the Capitol Building at 3:00 PM.

Q: Are there mobility access points for people with disabilities and special needs?

A: Attendees should use the [registration link](#) to indicate if they have a disability or special need. [Click here to learn the mobility access points for each Congressional building](#). If you need assistance, contact GSA Team Member Sam Stone at 202-587-5896. It is also okay to ask for help from security or those working on Capitol Hill.

Q: What should I wear?

A: Please wear [business professional clothing](#), your GSA pin, and comfortable shoes. There will be much walking.

Q: Are there options for snacks and beverages on Capitol Hill?

A: Yes. If you have a break, food and beverage options are available in [House](#) and [Senate](#) offices. It's okay to ask for help finding the locations.

Q: Can I take pictures after or before the meeting?

A: It's generally best to ask for permission before taking photos. Be mindful of privacy. Do not record the meeting but rather take notes.