



How to Schedule a Hill Visit

1. Check with your program director / faculty mentor / training director on how to handle scheduling the Hill visit. Be sure to clarify whether you are responsible for scheduling the visit or if someone will schedule the appointment(s) for you.
 - a. If possible, attend your Member of Congress' constituent breakfast. These events are an easy way to meet your Member of Congress in a less formal setting. He or she will try to speak to everyone, and want to know what school /state / town you represent. You do not need to conduct your full visit at the breakfast. You can still schedule another meeting. You can find your Member of Congress' constituent breakfast day, time and location, if they have one, on their website: [\[lastname\].senate.gov](#) or [\[lastname\].house.gov](#). Note that in this time of COVID, they may not hold constituent breakfasts.
2. Find and research your Members of Congress.
 - a. There are at least three priority meetings to have in DC: 2 Senators and 1 Representative (that represents your district – where you live or go to school).
 - b. Research the Committees that your Members of Congress serve on in Congress. Find out their legislative history and voting record. Additional meetings can be with Members of Congress on committees of jurisdiction over issues impacting persons with disabilities from your state or territory such as House Ways and Means, House Energy and Commerce, House Education and Labor, Senate Health Education Labor and Pensions, and Senate Finance Committees.
3. If your meeting is in-person, allow at least 30 minutes to travel between House and Senate Office buildings. If possible, schedule Senate visits back-to-back and give yourself time to get to the House side of Capitol Hill and vice versa. Planning meetings in 60-90 minute intervals per meeting should allow you about 20-30 minutes with the Member of Congress and/or their staff, time to travel to the next appointment, and time to re-organize for the next visit. If your meeting is virtual, be prepared to share a conference call number or Web Link for the meeting.
4. To make your appointments, look up your Member of Congress' contact information on their website or call the U.S. Capitol Switchboard at (202) 224-3121 and ask to be connected to the office. Ask to speak to a scheduler and then ask to make an appointment with the Member of Congress or with the legislative assistant (LA) who handles a particular issue (e.g. disability, health, education, employment). Get the name of the LA during your call. It is common to be asked during scheduling for the names and city of residence for all members that will participate in the meeting.