

National Security Advisory Council (NSAC) 15th Anniversary Capitol Hill Day – Meeting Guide for Group Leaders

PLEASE NOTE: All questions related to your Capitol Hill Day meetings, including any scheduling issues with Congressional offices, should be directed to **Nico Agosta at (978) 809-8442 or nagosta@usglc.org**.

PRE-MEETING STRATEGY SESSION

- The Hill Day will kick off with a breakfast from 8:00 – 9:00 AM. USGLC staff, please refer to the staffing guide for your call time. Non-USGLC staff, please arrive at the YOTEL by 7:45 AM at the latest. Please plan to touch base with your group before or after the breakfast to strategize before your first meeting.
- During this strategy session, group leaders should encourage participants to determine who will deliver key asks and messages. Participants may not have specific connections to every message or talking point, so feel free to bolster the conversation with additional talking points, as appropriate.
- Group leaders should also encourage participants to highlight their service experience and personal and professional connections to America's development and diplomacy programs, and how they see the impact of U.S. global leadership in their communities.

MEETING INFORMATION

LEAVING THE YOTEL:

- The YOTEL is within walking distance to the House and Senate offices. Please depart from the hotel with adequate time to go through security prior to your meetings. We recommend leaving the YOTEL at least 30 minutes prior to your first meeting.
- We will have two vans available if your group prefers that over walking. While the expectation is that your group walks or utilizes the vans, if your group needs to Uber or take taxis, USGLC will reimburse this cost.

ARRIVING AT THE CAPITOL:

- Please walk your group to the appropriate Congressional office building based on your meeting schedule for the day – and feel free to stop and take photos in front of the Capitol.
- House and Senate office buildings do not require outside groups to be escorted into the building, and you do not need an escort once inside.

- If possible, please arrive at a designated visitors' entrance (*see Capitol Hill map*) **at least 10 minutes** prior to your meeting to go through security. Once you go through security, please go directly to the Congressional office you are meeting with.
- Please keep a close eye on the clock, especially if you have back-to-back meetings, so you can build in time to get to your next meeting. You may need to politely end a meeting early in order to keep your group on schedule.

GETTING BETWEEN MEETINGS:

- Please **do not** use the underground tunnels **to move between the House and Senate sides** of the Capitol. Instead, you should plan to walk outside with your group or take taxis if necessary. (USGLC will reimburse this cost).
- **If you are comfortable**, it may be best to use the tunnels connecting House or Senate office buildings on each side of the Capitol. That way, you avoid having to go through security again. **However**, if you are not comfortable using the tunnels, please plan to walk outside with your group.
- If your meeting schedule permits, please plan to return to the YOTEL by noon for lunch. If your meetings run late or you have a scheduled 12:00 p.m. meeting, please take taxis or other rideshare service to transport your group back to the YOTEL. This cost will be reimbursed by USGLC.

SCHEDULING CHANGES:

- Any last-minute changes to your meeting schedule will be communicated to the group leader through your USGLC email. Please **check periodically throughout the day** to ensure you are aware of any changes.

MEETING RUN-OF-SHOW

As a group leader, you will be responsible for keeping meetings on track and on message throughout the day. Below is a suggested format for a typical meeting, but feel free to adapt as needed for your group.

1. **Thank the Senator, Representative, or staff member for taking time in their busy schedule to meet.**
2. **Group Leader Introduces the USGLC**
 - **Introductions** – Allow everyone to introduce themselves.
 - **Military Brass and Veterans** – USGLC's National Security Advisory Council (NSAC) – *note that is who is in the room* – includes more than 250 retired three- and four-star generals and admirals representing all five branches of the Armed Forces, including former National Security Advisor Lt. General H.R. McMaster, Admiral James Stavridis, and

General Anthony Zinni. Our Veterans for Smart power is a nationwide network of over 30,000 veterans committed to leveraging all of our strength as a nation.

- **“Strange Bedfellows” Coalition** – Broad-based, diverse coalition of more than 500 businesses, NGOs, and faith-based groups united in support of U.S. global leadership and the importance investing in America’s development and diplomacy tools.
- **Bipartisan Advisory Council** – Made up of national security and foreign policy experts: former Secretaries of State from Henry Kissinger to John Kerry and other high-profile leaders including former Defense Secretaries Bob Gates and Mark Esper and former National Security Advisor Robert O’Brien.
- **Nationwide Leaders** – Business, faith-based, farmer, humanitarian, and community leaders in all 50 states.
- **Around the Country** – USGLC has an active presence in 33 states, with Advisory Committees that bring together leaders from across the state.

3. **If Applicable, Thank the Senator/Representative for Support** (*See member bios in your participant packet*)

4. **Make the Ask** (*See talking points*)

5. **Invite Participants to Address Specific Points**

- **A Safer, More Secure America to Protect Our Servicemembers**
- **Americans’ Economic Security**
- **Projecting American Values**
- **Mobilizing Action and Maximizing Impact**
- **Building Consensus Across Party Lines**

6. **Group Leader Concludes the Meeting**

- Thank the Member or staffer for their time and offer USGLC as a resource.
- Give **the leave-behind materials** to the Member and/or staffer. For Member-level meetings, there are two material packets: one for the Member and one for the staffer.

7. **Following the Meeting**

- Please plan to take notes during your meetings and share them with **Hannah Jones** (hjones@usglc.org).