

## 2023 Global Impact Forum – 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 **Ryan Mulcahy at (202) 743-1632 or [ryan@usglc.org](mailto:ryan@usglc.org)**.

### PRE-MEETING STRATEGY SESSION

- You will be seated with your group of state leaders at the Capitol Hill Day breakfast, which will give you the opportunity 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 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 GRANT HYATT WASHINGTON:

- Buses will start filling up outside the Grand Hyatt Washington at 9:15 AM and will depart by 9:30 AM to Capitol Hill. If your group needs to depart earlier than the scheduled buses, we will have a bus available that will depart at 8:30 to take you to Capitol Hill. **Please only take the 8:30 bus if your meetings start at 9:30 or earlier.**

#### ARRIVING AT THE CAPITOL:

- The bus will drop you off at Garfield Circle (*see Capitol Hill map*). You will then 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 you are short on time (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.
- Return buses will start filling up at 3:00 PM at Peace Circle (*see Capitol Hill map*) and will depart by 3:30 PM back to the Grand Hyatt Washington. If your meetings run late, please utilize a cab or other ride service to transport your group back to the Grand Hyatt Washington. This cost will be reimbursed by USGLC.

#### ADVOCACY ASSOCIATES APP:

- Any last-minute changes to your meeting schedule will be communicated through the Advocacy Associates app on your phone, as well as through the email you used to register for USGLC's Global Impact Forum. Please **check both periodically throughout the day** to ensure you are aware of any changes (*See backgrounder for the app*)

### 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.
  - **“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.

- **Military Brass and Veterans** – More than 200 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, along with a nationwide network of over 30,000 veterans.
- **Nationwide Leaders** – Business, faith-based, farmer, humanitarian, and community leaders in all 50 states.
- **Around the Country** – USGLC has an active presence in 32 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 the app*)

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

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

- **A Safer, More Secure America**
- **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 **Jordan Merkel** ([jmerkel@usglc.org](mailto:jmerkel@usglc.org)).