

# LEGISLATIVE CONFERENCE

OCTOBER 16 - 18, 2022



## Virtual Meeting Tips

- Please mute your audio when not speaking to prevent background noise and distractions to speakers. Do your best to find a location with minimal activity.
- If possible, check the audio settings and your video prior to the meeting to ensure that both capabilities are working properly.
- When you log in to the Advocacy Associates portal or app, you will see your meetings displayed on the main schedule page. A description under each meeting will indicate whether it is a virtual or in-person meeting. You can attend a virtual hill meeting on your computer by clicking the link provided or dialing the number provided on the individual meeting page.
- We encourage you to review the talking points document before virtually meeting with congressional staff and utilize the Advocacy Associates app to identify which of your lawmakers have already supported the legislation being discussed. Feel free to use the talking points as a resource during your meetings.
- If multiple individuals are gathered around a single computer for a meeting, it is recommended that a maximum of 4 people be visible on screen.
- You may virtually attend meetings at onsite working stations at the Reserve Officers Association. ACC staff will be located here, so please feel free to reach out to us if you have any questions.

### **List of convenient locations near Capitol Hill with WiFi/Hotspots:**

- Corner Bakery Café - 500 N Capitol St NW, Ste 110, Washington, DC 20001
- Ebenezers Coffeehouse - 201 F St NE, Washington, DC 20002
- Starbucks - 237 Pennsylvania Ave. SE, Washington, DC 20003
- Peregrine Eastern Market - 660 Pennsylvania Ave. SE, Washington, DC 20003