



Other Useful Tips to Consider When Conducting Hill Visits:

- Be sure to wear comfortable shoes as you likely will be doing quite a bit of walking.
- Wear professional attire—something that would be appropriate for a job interview.
- When entering a congressional office building, you could encounter long lines to get through security (bags and all contents from your pockets must be put through X-ray machines, and you must step through a metal detector).
- The congressional schedule is very fluid and members of Congress and staffers are often pulled away for last-minute, unplanned activities that are not known in advance and, as such, your meeting could be delayed or bumped. Or, you may meet with a different person than expected.
- Space on Capitol Hill is at a premium, so your meeting could take place in the office reception area, in the hallway or downstairs in the coffee shop.
- Do not take any last minute meeting changes personally and make sure you always are gracious and flexible.

You can reach your members of Congress in the following ways:

- Phone through the U.S. Capitol switchboard at 202.224.3121
- E-mail your U.S. representative through:
www.house.gov/writerep or through the Council's Action Center: www.cof.org/takeaction
- E-mail both of your two U.S. senators by looking up their contact information through:
www.senate.gov or through the Council's Action Center: www.cof.org/takeaction