

Frequently Asked Questions **about the 2010 IIABA National Legislative Conference**

March 3 -5, 2010
Marriott Wardman Park Hotel
Washington, DC

Q: What are my costs associated with attending the conference?

A: You are responsible for your transportation to and from Washington, DC, lunch during our trip to the Capitol on March 4, any parking fees, and the cost of any incidentals. Should you decide to stay the evening of March 4 to participate in activities that night and on March 5, you will be responsible for the cost of the hotel room.

Q: What costs does IA&B cover for the conference?

A: IA&B picks up the registration fee to attend the conference, the cost of your hotel room the night of March 3, the cost of the IA&B dinner and reception the evening of March 3, and your Metro ticket to get to and from the Capitol on March 4. All together, the perks add up to over \$500 in savings for you.

Q: When should I arrive in Washington?

A: When you arrive is up to you and your schedule, however, we ask that all conference attendees be present for the 3:30pm IIABA Briefing on Wednesday, March 3. Therefore, it will likely work best to arrive some time either in the late morning or early afternoon of March 3.

Q: How do you recommend I travel to Washington, DC to attend the conference?

A: Washington, DC is within easy driving distance for most of our attendees. It is up to your personal discretion whether you decide to drive into town and park at the hotel, drive to a Metro station and take the Metro to the hotel, or take an Amtrak train to Union Station. Convenient links to the hotel and for the Metro are located on the NLC page on IA&B's website.

Q: What is the address of the Marriott Wardman Park Hotel?

A: The hotel is located at 2660 Woodley Road NW, Washington, DC 20008. The hotel is conveniently located one block from the Woodley Park-Zoo/Adams Morgan Metro stop on the Red Line.

Q: What are the hotel's check-in/check-out times?

A: Check-in is at 4pm, but the hotel may be able to accommodate you should you arrive earlier on March 3. Check-out is at 12pm, so you should plan accordingly, as you will likely need to do this before leaving for the Capitol on Thursday.

Q: Do I need to register separately with IIABA or make my own reservations with the hotel?

A: No. IA&B will make all of the arrangements for you, including if you opt to stay the night of March 4. Once you register with us, all of your work is complete.

Q: What is the dress code for the conference?

A: Dress is business casual for events on March 3. For March 4, dress is business, as we will be traveling to the Capitol to meet with legislators and their staff. It is important to wear comfortable shoes – there will be a significant amount of walking/standing on March 4.

Q: Will I be briefed on the legislative issues we'll be discussing during our Capitol visits?

A: Yes – this will occur at the IIABA National Legislative Conference Briefing held from 3:30 – 5:30pm on March 3. IIABA staff will review all the information you need to know about the legislative issues before we head to the Capitol. Additionally, you'll be given note cards with brief talking points for you to reference during your meetings.

IA&B holds its own briefing for our delegation of attendees as part of our reception and dinner the night of March 3. The events go from 6:30 – 9:30pm, and from 7:30 – 8:00pm we'll go over the specifics of your Capitol visits on March 4 and review other scheduling and logistical items.

Q: Will I need to travel on my own to the Capitol complex for the legislative visits? Will I also be on my own during the meetings with the legislators?

A: No. You will be in a group with about 6-8 other agent attendees, likely from a similar geographical area as you. You will be accompanied by an IA&B staff member, who will assist you in traveling to the Capitol complex via Metro and from meeting to meeting on the Hill, so there's no need to be worried about getting lost in the shuffle. Also – remember that IA&B covers the cost of your Metro fare from the hotel to the Capitol and back.

During the meetings with the senators and representatives you will remain in your group and with your IA&B staff guide. Speaking up and conveying your opinion is encouraged during the meetings! However, you will have other fellow agents and IA&B staff to assist you in getting our main talking points across to legislators.

Q: Am I guaranteed to meet with my representative and senator?

A: No. Every effort is made to schedule a meeting with the entire Congressional delegation for both Pennsylvania and Delaware. However, legislative schedules are very busy and often very fluid. There is a good chance you may meet with your representative and/or senator, but if it is not possible, you will be included in meetings with legislators from nearby districts or who serve on important committees.

Additionally, please note that in lieu of meeting with your actual representative or senator, you may meet with a member of his/her staff. Do not take offense if this occurs – again, legislative schedules are busy and the staff members are often very willing to hear our points and have a firm grasp on the issues.

Q: What should I plan for lunch on March 4 during our legislative visits?

A: Lunch is on your own on March 4. Your IA&B staff guide will take anyone interested in your group to a local restaurant. You are free to make your own lunch arrangements if you prefer and can meet up with your group at your first afternoon legislative appointment.

Q: What time will I be finished with the legislative visits on March 4?

A: Most visits will be completed by approximately 4:00 – 5:00pm on March 4. After that you are free to leave, unless you elected to stay the night on March 4.

Q: Will there be opportunities to network during the conference?

A: Yes. You will be interacting with other agents, IA&B and IIABA staff, and company representatives throughout the event. The receptions held by both IIABA and IA&B are great opportunities to meet other attendees and trade business cards.

Q: Will I have a lot of free time?

A: Unless you arrive before the conference begins or stay after the IA&B portion of the conference ends on March 4, there is not much free time scheduled. Once the conference begins on March 3 the only free time allotted is after the IA&B dinner and briefing, which ends at 9:30pm.

Q: Who should I contact for additional information or if I have questions?

A: Call the IA&B Member Service Center at (800) 998-9644, option 0, or e-mail iab@iabgroup.com.