



Important Information, Updates and Highlights

Registration – CBAI members attending our Call on Washington are registered for and will be able to attend ICBA Capital Summit events. Please be sure to go to the ICBA registration desk when you arrive at the Renaissance Washington DC Downtown Hotel. Your ICBA registration package will contain the required tickets to attend their various events.

Schedule – The most recent version and any scheduling changes will be emailed to you prior to the beginning of the Call on Washington. We are trying to minimize the amount of material that you will need to carry around to your meetings, so much of the information that was in the Playbook in years past will now be delivered to you via email.

Weather – Spring weather in D.C. is unpredictable. Please be sure to bring an umbrella. The ICBA shuttle busses will drop you off near the Congressional office buildings and you will be lining-up outside to pass through building security. Here is the link to the Weather Channel's 10 day forecast for Washington D.C.

[View weather »](#)

Attire – The attire for CBAI's Welcome Dinner on Tuesday evening (at The Hamilton), and Appreciation Dinner on Wednesday evening (at Joe's Seafood, Prime Steak and Stone Crab), is business casual (no neckties). The attire for our Hill meetings on Tuesday is business dress (coat and tie).

The attire for the ICBA's events is as follows – Tuesday's Welcome Reception is business casual (no neck ties), Wednesday's Group Breakfast Meeting is business dress (coat and tie), Thursday's Group Breakfast Meeting is business dress (coat and tie); Thursday's Reception and Dinner is business casual (no neckties), Friday's Group Breakfast Meeting is business dress (coat and tie).

Cameras – **Please** bring your camera or use your cell phone to take a group picture at the end of each one of your Hill meetings. Please email your pictures to davids@cbai.com. We will include these pictures in our news article which will be posted on our website and in CBAI's E-News.

CBAI's Welcome Dinner – CBAI will be hosting a Welcome Dinner on Tuesday evening (April 28th after the ICBA's Welcome Reception).

The Hamilton
600 14th Street, NW
Washington, DC
Refreshments begin at 7:30 p.m. followed by dinner at 8:00 p.m.

CBAI's Appreciation Dinner - CBAI will be hosting an Appreciation Dinner on Wednesday evening (April 29th)

Joe's Seafood, Prime Steak and Stone Crab
750 15th Street, NW
Washington, DC

Refreshments begin at 6:30 p.m. followed by Dinner at 7:00 p.m.

Map - [View the map of Capitol Hill](#)

- The Renaissance is out of view off the middle of the right side of the map.
- Our Hill meetings on the House side will be in the Cannon, Longworth and Rayburn House Office Buildings. For an explanation of the office building numbering system please see a separate section below.
- Our Hill meetings on the Senate side will be in the Hart Senate Office Building as both Senators' Durbin and Duckworth office in this building.

Call on Washington Playbook – CBAI's Call on Washington Playbook will be delivered to you **upon check-in** at the Renaissance. The Playbook contains valuable information to ensure a successful Call on Washington. We are trying to minimize the amount of material that you will need to carry around to your meetings, so much of the information that was in the Playbook in years past will now be delivered to you via email.

Schedule of Hill Meetings – Scheduling 20 Hill meetings is one of the most challenging aspects of our Call on Washington. **We will not know** the complete schedule until we have arrived in D.C., and even then, meetings are subject to change. We will email a copy of the schedule to you so please watch for this email and also watch for any subsequent updates. Please plan to attend several other meetings in addition to your scheduled Hill meeting.

Preparing for Capitol Hill Meetings – After the Group Breakfast on Wednesday and Thursday (at approximately 9:15 a.m.) CBAI will convene short Hill meeting legislative briefings in the same room as the Group Breakfasts. At this meeting, we will review legislative positions, provide helpful hints and tips for a successful day, and answer any last minute questions you may have. Please look for CBAI tables and staff immediately after the Group Breakfasts.

Lobbying on Capitol Hill- Please Attend Several Meetings – We will be scheduling Hill meetings primarily on Wednesday with the remainder (if necessary) on Thursday. This plan allows for greater attendance at Wednesday's Hill meetings which will be specifically with those Illinois Members of Congress where there are in-district CBAI member attending the Call on Washington. Thursday's meetings will be with members where we have no in-district CBAI members attending the Call on Washington. Thursday is scheduled for ICBA Committee Meetings in the afternoon, so while we encourage you to attend these Hill meetings, they are **completely optional**, and we understand if you are not able to participate. Please talk to David Schroeder if you would like to attend Hill meetings on Thursday.

Please take every opportunity to attend more than one Hill meeting on Wednesday (and Thursday.) At a minimum, please attend at least two meetings preceding and two meetings after your scheduled meeting. Ideally you will attend five+ meetings.

ICBA Hospitality Lounge

The ICBA has arranged for a hospitality lounge for members attending their Capital Summit and our Call on Washington. The Lounge will be located at Bullfeathers which is a restaurant located at 410 1st Street, SE. Bullfeathers is located down the hill from the Capitol Hill Club and across the street from the Cannon House Office building and the Capitol South METRO station. The Hospitality lounge will be available from 1:30 p.m. - 4:30 p.m.

CBAI Federal Policy Priorities and ICBA Lobby Card – You will have access to copies of the CBAI Federal Policy priorities and ICBA lobby card at the Group Breakfasts. Please use these as a guide during discussions and as leave behinds at your Hill meetings.

House and Senate Office Building Numbering System – House Office Building (HOBs) are numbers as follows.

- Four-digit office numbers can either be in the **Longworth or Rayburn HOBs**. A first digit of 1 signifies the Longworth HOB and a first digit of 2 signifies the Rayburn HOB. The second digit signifies the floor and the remaining digits are the room number. So – office 1751 is in Longworth, seventh floor, room 51; and the office 2338 is in Rayburn, third floor, room 38.
- Three-digit office numbers are in the **Cannon HOB**. The first digit signifies the floor number and the remaining digits are the room number. So – office number 304 will be in Cannon, third floor, room 04. Please note that parts of the Cannon are still under construction and this may cause delays in gaining access to the building or getting to your appointment.

This interesting numbering system does not apply on the Senate side of the Capitol. Both Illinois Senators Durbin and Duckworth office in the Hart Senate Office Building (HSBO).

Tunnels – Even in beautiful weather **everyone uses the tunnels** to get from one House office building to the other and from one Senate office building to the other. The reason for doing this is to avoid the aggravation of long security lines. Please do not hesitate to **use the tunnels – everyone does**. Use the building maps and directions posted on the walls to guide you. If you get lost, just ask for directions. Please note there is no public access by tunnels between the House and Senate sides of the Capitol complex.

Meeting Agenda and Content – To ensure successful meetings please keep in mind the following.

- In scheduling your meetings between the House and Senate side of the Capitol complex, please keep in mind that it will take at least 15+ minutes to walk between the House and Senate office buildings and pass through building security. Also keep in mind that it may take you 5-10 minutes to walk between House office buildings. In addition, meetings typically last about 15 to a maximum of 30 minutes.
- Please bring a supply of your business cards, as you will typically be asked for your card at Hill meetings.

- **You do not need to be an expert on each and every topic of discussion.** Your important contribution to the meetings is providing the local perspective on how various issues are impacting your community bank, your customers and your community. Please ask for their support for the community bank position on your issues.
- The House and Senate will be in session when we are in D.C. Session days are very busy, and with floor votes and committee hearings the scheduling of meetings is unpredictable. You may be meeting with staff if the member is not able to attend your scheduled meeting. Please do not be offended by meeting with staff. The staff you will be meeting with specifically covers financial services and they are very knowledgeable about our issues.
- Before you go into the meeting please assign one person to be the spokesperson to get the conversation started.
- Please keep the opening pleasantries to a polite minimum and promptly move on to a discussion of your issues.
- The issues you will be covering are contained in the CBAI Federal Policy Priorities and ICBA's lobby card. You will only have time to discuss three or four of the most important ones. Please learn the representatives' position on community bank issues.
- Please **"make the ask"** – **ASK** for the representatives' support for our positions on community bank issues.
- At the conclusion of the meeting please thank the representative for the meeting, leave behind the CBAI Federal Policy Priorities and ICBA lobby card, **please take a group picture**, and then you are off to the next meeting.

Thank you for attending CBAI's 38th Annual Call on Washington!