

Be an advocate | **Registration Options** | **Hotel & Travel** | **Planning Guide**

On Sunday, July 7, the 2019 Special Education Legislative Summit will kick off. We are so excited to host everyone in Washington, D.C., to learn about the issues as you prepare you to meet with your members of Congress.

Meet Your State Team!



Throughout the Summit, you will sit in state teams to plan your strategy for delivering the legislative talking points on Capitol Hill.

In collaboration with your state team and state leader, you will schedule appointments with your members of Congress using the process outlined in **CEC's Requesting a Congressional Meeting**.

And Your State Leader...

Each state team has an assigned state leader. For some state teams, this leader will be the **Children and Youth Action Network (CAN) Coordinator**, who is a CEC member appointed by his or her unit or division to advance policy affecting children and youth with exceptionalities. If a state does not have a CAN Coordinator, a CASE member or other active CEC member has been asked to be the state leader.



If you are in a state with only one person registered for the Summit, you are the team leader and will be responsible for setting up meetings with your members of Congress.

Whether it's through email or conference calls, each state team leader will contact all members of their state team to identify a strategy for setting up appointments.

To see who your state leader is, check out the State Team Leader List for more information at www.specialeducationlegislativesummit.org/capitol-hill-day-resources.

Here's How to Document Your Appointments



The next step is to read our [Guide for Using the Google Docs Database for Congressional Appointments](#).

It is crucial that you log your scheduled meeting time in the [Database for Congressional Appointments](#), whether you are creating a new appointment or joining an appointment set up by another participant of your state. In addition, each participant should list the name of their U.S. House of Representative.

Always check the Database for Congressional Appointments to see if someone on your team has already made an appointment with a congressional office. If an appointment has already been made by an individual from your state, do NOT schedule an additional appointment - as you will join your state team for the meeting.

For the Senate

It is recommended that the state team leader set up the appointments with the two senators from their state. ALL members of your state team will attend both Senate visits.



And the House



State team members will set up their own appointments with the U.S. Representative from their district.

For many state teams, several members of the team may be from the same House District. In these cases, it will be the team's responsibility to coordinate the House appointment.

One More Tip to Keep in Mind

Try to set up all Senate visits in either the morning or afternoon and all House visits at the opposite time of the day. This way, your team won't have to go back and

forth between the Senate and the House sides of Capitol Hill.

The team should agree on the morning and afternoon scheduling, although flexibility is key. Sometimes, the a.m./p.m. strategy does not work out due to the schedules of the congressional offices.



What's Next?

Weekly 30-minute webinars for all participants will be offered to provide technical assistance to individuals and teams as they set up their congressional visits and offer helpful updates on the Special Education Legislative Summit.

These webinars will help you be an active participant in the Summit, so please attend as many webinars as you can. We would encourage state team leaders to join all webinars.

You MUST REGISTER for each of the four webinars separately. It takes less than five minutes to sign up!

- **Webinar #1: Setting Up Congressional Meetings**
June 12 | 5-5:30 p.m. EST
- **Webinar #2: Issue Briefs and Telling Your Hill Stories**
June 18 | 5-5:30 p.m. EST
- **Webinar #3: Conducting Successful Congressional Meetings**
June 25 | 5-5:30 p.m. EST
- **Webinar #4: Special Education Legislative Summit Logistics**
July 1 | 5-5:30 p.m. EST

Beginning next week, we will send you regular emails with the details of the Summit. In the meantime, you can check out specialeducationlegislativesummit.org to review the draft schedule, check out all materials as they're posted, and more.

If you have any issues or questions about making appointments, please contact us at pubpol@cec.sped.org.

We look forward to seeing you in July!

Sincerely,
CEC Policy and Advocacy Team

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