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Greetings, advocates!

The **2019 Special Education Legislative Summit** (SELS) is less than a week away, and we want to make sure you are well-informed and prepared before you head to the Washington, D.C., area.

To ensure we're providing you with everything you need for a successful summit, please complete this brief [survey](#) about your onsite accessibility needs and dietary requirements.

In the meantime, you can find out everything you need to know about the 2019 Special Education Legislative Summit below. We look forward to seeing you soon!

BREAKING EVENT - IDEA Full Funding on Capitol Hill!

Representative Jared Huffman (D-CA), sponsor of the IDEA Full Funding Act, H.R. 1878, will be joining us on Tuesday, July 8, from 1-1:30 p.m. on the U.S. Capitol Stairs (House side).

Please try not to schedule any new Hill visits from 12:45-1:30 p.m. so your team can attend this special briefing! You will not want to miss it! More information will be available at SELS.

Congressional Hill visits

Congratulations on your teamwork in setting up congressional visits. Many state teams have entered their appointments into the Google Doc appointment database. Thank you! Please continue to work on securing appointments, and remember that all state team leaders should be in regular contact with their team members. Keep up the good work!

Please go to the [Capitol Hill Day Appointment Database](#) to see the latest attendees and state team leader lists. People who have just registered for SELS are highlighted in [green](#). **State team leads**, please reach out to welcome and include the new state SELS attendees. Now is the time to put the pressure on your Congressional offices to confirm appointments. Call and email today!

Issue briefs and legislative recommendations

Under the [Resources tab](#) on the SELS website, you can find CEC's Issue Briefs and Legislative Recommendations. Please read and familiarize yourself with these documents. You will be taking them to Capitol Hill in folders and sharing the legislative recommendations with your members of Congress during the Hill visits on Tuesday, July 9.

Sample data sheet and creating a passionate, data-driven story

Please use the [sample data sheet](#) for developing state/local level stories aligned with the five Issue Briefs and the [template for creating brief stories](#) (elevator speech) about a student, professional, or program to provide background to the Legislative Recommendations. This data sheet and story template are for your use only to assist you in preparing to participate with your team in planning Hill visits.

Capitol Hill debriefing form

After your Capitol Hill visits, please fill out one [form](#) per team for each member of Congress visited. You will receive a paper copy on Monday during the Summit or you can fill it out [online](#).

Mobile app

Learn how to [download](#) the 2019 Special Education Legislative Summit Mobile App.

SELS website

Please visit the Resource tab on specialeducationlegislativesummit.org for all things SELS, including:

- Schedule of Events
- 2019 Speaker Biographies
- Participant Informational Emails
- Archived Webinars (4)
- Setting Up Congressional Meetings
- State Team Leader List
- Issue Briefs
- Legislative Recommendations
- PowerPoint Presentations
- Tips for Successful Congressional Meetings
- Getting Around Capitol Hill
- Social Events
- Following Up
- Capitol Hill Debriefing Form
- Social Media, Press Release, and Photos
- Mobile App

Accommodations

All summit events will be held at the **Crystal Gateway Marriott** (1700 Jefferson Davis Highway, Arlington, VA 22202; (703) 920-3230).

The area surrounding the hotel, Crystal City, has restaurants, shops, and entertainment. In addition, the **Washington Metro** offers easy access to downtown Washington, D.C. - especially since the Crystal City metro stop is directly accessible through the hotel lobby.

Transportation to the hotel from the airport

Attendees arriving at Reagan National Airport have the following transportation options:

- **Washington Metro System:** The Crystal City metro is only one stop away from Reagan Washington National Airport, which makes it an excellent choice. Once you exit at Crystal City, you can access the hotel directly via an underground tunnel. There are two Marriott's close to one another, so make sure you follow the signs to the **Crystal Gateway Marriott!**



- **Shuttle:** A complimentary shuttle from Reagan Washington National Airport runs every 20 minutes beginning at 5:00 a.m. Pickup locations at the airport are labeled "Hotel Shuttles." Due to airport construction, all shuttles can be found on the 3rd level. *Shuttle phone: (703) 920-3230*
- Driving directions: For GPS mapping, use 1601 South Eads Street as the hotel's address.

Transportation to Capitol Hill

A bus service has been arranged from the Crystal City Marriott to Capitol Hill on the morning of Tuesday, July 9. Buses will leave at approximately 7:00 a.m. and drop you off on Capitol Hill by 8:15 a.m.

If you purchased a bus ticket when you registered for the summit, the ticket will be included with your badge and registration materials. If you have not purchased a bus ticket yet, there may be some tickets available onsite; please check with the CEC Member Services Team at the registration desk on level 1 of the Crystal Gateway Marriott or by contacting us at service@cec.sped.org or (888) 232-7733.

Please note that you need to arrange your own transportation (Metro, taxi, or Uber) back to your hotel from Capitol Hill due to the varying times of state team meeting schedules.

Don't forget, traffic in and around Washington, D.C., can often be very heavy and may result in travel delays.

If you require any accommodations once we are on Capitol Hill, please contact service@cec.sped.org.

Meals

Breakfast will be provided Monday, Tuesday, and Wednesday. Lunch will be provided on Monday. Please remember to fill out this [brief survey](#) about any dietary requirements that you may have.

Social activities

If you purchased tickets to the Capitol Steps performance or the Monuments Cruise, the tickets and directions to the events will be included with your badge and registration materials. If you need a ticket, please contact the venues directly: [Capitol Steps Tickets](#); [Monuments Cruise](#).

Registration

The CEC registration area will be located on level 1 of the Crystal Gateway Marriott outside the Grand Ballroom on **Sunday, July 7, 7:30 a.m.–7:00 p.m.**

What to bring

Please be sure to bring:

- Laptops and/or tablets. PowerPoints will be posted by the end of the week. Printed handouts of PowerPoints will NOT be available.
- Business clothes and comfortable shoes for Capitol Hill Day.
- Business casual clothes to wear during the conference portion of the Summit.
- Business cards for Capitol Hill visits.
- A camera to snap a photograph of your Member of Congress.
- Umbrellas in case of rain during Capitol Hill visits.
- **Do NOT bring** gifts (including any unit or division logo products) for members of Congress or their staff. Unfortunately, they cannot accept gifts.

If you have any questions about the 2019 Special Education Legislative Summit, please contact Member Services at service@cec.sped.org or (888) 232-7733.