



A Day on the Hill

As part of the Annual Conference, March 17-20, 2018

Feb. 16, 2018



About ATEC

- Provides a voice for aviation maintenance technician education on capitol hill, in the media and with government agencies
- Pursues good government through common sense regulation
- Furthers aviation maintenance technician education



Annual Conference Schedule of Events

- Saturday, March 17: Welcome Reception
- Sunday, March 18: General Sessions
- Monday, March 19: Breakouts and Employer Expo
- Tuesday, March 20: A Day on the Hill

Latest agenda available at www.atec-amt.org/annual-conference



A Day on the Hill

- 7:00-9:30 a.m.: Remarks and Instructions
- 9:45 a.m.: Bus departs hotel for Capitol Hill
- 10:30 a.m.-4:00 p.m.: Congressional Meetings and afternoon tour opportunities
 - 10:30 a.m.: University of the District of Columbia Community College tour
 - 1:30 p.m.: Capitol Tour
 - 2:00 p.m.: NTSB Lab Tour
- 4:00-5:30 p.m. Congressional Reception



Main Objective: Congressional Meetings

- [Identify and obtain contact information](#) for your representatives
- Call the congressional office and request the scheduler's email address
- Send a meeting request via email ([sample](#))
 - Request should underscore your impact, i.e., number of employees, graduates, facilities, etc.
 - Explain briefly topic of meeting
- Follow up with a phone call within 48 hours



Congressional Office Structure

- Member of Congress (Representative or Senator)
- Chief of staff is the political point person
- Legislative director leads committee assignments
- Legislative assistants are assigned specific issues
- Legislative correspondents draft constituent letters
- Staff assistants organize tours, answer phones
- Scheduler is the lawmaker's executive assistant



Preparing for Hill Meetings

- Plan to be concise – meeting may only last 10 or 15 minutes
- Dumb it down – don't use acronyms and industry jargon
- Prepare one pagers and other leave behinds about your school/company (e.g., [prepare a profile](#))
- Brush up on ATEC's [legislative priorities](#)



Attending Hill Meetings

- Focus on introducing your institution, educating the member/staffer on the industry and a few items of concern to industry in general or your institution/company specifically
- Garner support for legislative push to modernize aviation maintenance technician school curriculum requirements and support for federal funding of career technical education (see ATEC's [legislative priorities](#))
- Invite the member of congress to tour your facility back home



Logistics

- Capitol Hill is a 30 minute metro ride from Reagan National Airport (DCA) so if you're planning to depart Tuesday afternoon/evening, DCA is your best bet
- A bus will be available to store luggage during the day
- The bus will return to the Falls Church hotel at 5:30 p.m., with an ETA of 6:30.





P.O. Box 234
Jenks, OK 74037

703.548.2030

ATEC-AMT.ORG