

TheCapitol.Net's Executive Conference:

Capitol Hill Workshop

Presented for (client agency)

(Agenda from a custom program presented in 2002. To have a program tailored for your organization, contact us.)

4-days, 2002
Washington, DC

Day One: Tuesday, _____, 2002

Location: Capitol Hill Club (300 First Street, S.E.)

8:30 Welcome and Introductions
The Capitol.Net

8:40 The Dynamics of the 107th Congress
Congressional expert

An expert on Congress will discuss the dynamics of the legislative process and what drives the 107th Congress by focusing on key elements: policy, politics and procedure. He will review differences between the House and Senate, and examine how the 107th Congress functions and makes policy with slim party majorities in the post September 11 environment.

9:40 Break

9:50 Today's Legislative Process
Congressional expert

The speaker will briefly review how a bill becomes a law by tracking legislation from its introduction and referral, through committee hearings and markups, scheduling, amending, floor action, reconciling differences between the houses, to presidential action. The political and procedural aspects at play in every step will be discussed.

(A break will be taken at a convenient time during this session.)

12:00 Lunch at the Capitol Hill Club, Governors Room

1:00 Presidential-Congressional Relations
Presidential expert

The speaker will examine the current working relationship between Congress and the Bush White House, and review how the balance of power between the executive and legislative branches has shifted over time. Topics of discussion will include how presidential style and a "war" environment impact White House relations with Congress.

2:15 Break

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Day One: Tuesday, _____, 2002 continued
Location: Capitol Hill Club (300 First Street, S.E.)

2:30 Congressional Committees and the Hearing Environment
Congressional expert

This session will prepare the attendees for the congressional hearing they will attend on the next day. The speaker will briefly review the role of committees and the hearing process in the work of Congress. She will review the types of committees; the work of subcommittees; the types of committee hearings (informational, legislative, investigative, oversight, public relations); committee markups of legislation; and committee reports. This session will also examine the role that committee chairman and committee staff play in hearings including selecting the subject matter of hearings, selecting witnesses, and preparing questions for committee members to ask witnesses.

3:45 Overview of Capitol Hill and Instructions for Day Two

4:00 Day One Concludes

Additional Optional Activities for the afternoons:
Visit your Representative or Senator
Tour the U.S. Capitol
Tour the Library of Congress, Jefferson Building
Tour the U.S. Supreme Court

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Day Two: Wednesday, _____, 2002
Location: Capitol Hill Club (300 First Street, S.E.)

8:30 A Member's Perspective on (clients agency's) Issues
Member or former member of Congress

A member of Congress will analyze the salient legislative issues in the 107th Congress of concern to the (client agency and it's regulated industry) community. He will also provide insight into the many pressures and responsibilities that a member of Congress must balance in day-to-day decision- and policy-making.

9:20 Break

9:30 The Role of the Executive Branch in the Legislative Process
Federal budget expert

The speaker will examine the role of the Executive Branch in the legislative process from initial proposal, to draft legislation, through congressional consideration, to signing ceremony in the Rose Garden. Discussion will include the important – yet little-known – role of the Office of Management and Budget in the formulation and approval of legislation and the President's official policy program.

10:20 Break

10:30 Politics and Leadership in the 107th Congress
Political expert

The speaker will discuss the formal and informal leadership structures in the House and Senate as well as the politics and personalities of the major players in Congress. He will look ahead at what to expect in the remainder of the second session of the 107th in terms of leadership, policy-making, and the November congressional elections.

11:45 Instructions for Hill visits and for Day Three

12:00 Lunch at at Montpelier Room, 6th Floor of Madison Building, Library of Congress
(101 Independence Avenue, SE)

1:15 Walk to Security / Visitors Gallery, U.S. House of Representatives
to view Floor action

2:45 Break

3:00 Walk to Visitors Gallery, U.S. Senate to view Floor action

4:00 Day Two Concludes

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Day Three: Thursday, _____, 2002
Location: Capitol Hill Club (300 First Street, S.E.)

8:30 Meet at Capitol Hill Club (300 First Street, S.E.)
(directly across from Capitol South Metro - Orange / Blue Lines; First and C Streets, S.E.)

8:40 Walk to hearing room: TBD

10:00 Attend Congressional Hearing: TBD

12:00 Lunch at Longworth Cafeteria (entrance on South Capitol Street, SE)

1:00 Return to Capitol Hill Club (300 First Street, S.E.)

1:15 Discussion of Congressional Hearings
Michele Rappaport, TheCapitol.Net

Participants will have an opportunity to discuss the hearings they attended in the morning.

1:30 Washington Lobbying and Its Role in the Legislative Process
Experienced Washington lobbyist

This session will provide an overview of lobbying in the current political environment in Washington, D.C., and its role in the legislative process. The session will discuss how outside interests, including executive agencies, need to build a positive working relationship with members of Congress and their staff, and provide specific suggestions of how to accomplish this. Attention will be paid to how to communicate with the Hill in this post-anthrax era.

2:30 Break

2:40 (Client agency) Legislative-Executive Relations
Panel of 3 client agency staff

This panel, representing three (client agency) offices, will examine the working relationship between Congress and the (client agency) discussing how each office is organized, and how each does its work on Capitol Hill.

4:00 Day Three Concludes

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Day Four: Friday, _____, 2002
Location: Capitol Hill Club (300 First Street, S.E.)

8:30 Elements of Decision Making in Washington
Washington, DC journalist or academic

The many forces that influence policy development and decision making in Washington, D.C. will be discussed in a macro and micro sense. Discussion will include the role of the electorate, and Congress' interactions with the White House, executive agencies, the media, and other political players.

9:45 Break

10:00 Congressional Budgeting Today
Federal budget expert

The session will provide an introduction to the congressional budget process and the current politics of a dwindling budget surplus. The speaker will review the major budget players, procedures, and timing of decisions. Authorizations, appropriations and reconciliation will be covered, enabling participants to see the "big picture" of federal budgeting and how (client agency and its department) fit in. (A short break will be taken at approximately 11:00)

12:15 Lunch at Capitol Hill Club, Bolton Room

1:20 Working with Congressional Staff
Panel of 3 congressional staffers

A panel of congressional staff members will discuss the work environment on the Hill including the responsibilities of committee and personal staff, and the organization of congressional offices. They will present how they handle (client agency) and (client agency) issues and appropriations. Most importantly, they will focus on the "ideal" relationship between congressional and executive branch workers, and what (client agency) can do to work effectively with staffers to protect its interests.

2:30 Break

2:40 How the Media Covers Capitol Hill, the White House and the Big Beats
Experienced Washington, DC journalist

A well-known reporter will discuss who comprises the Washington press corps, and how they cover the big beats in D.C. Questions to be addressed include: how forthcoming are these institutions with information, and what role does the media play in shaping policy debate and decisions in these institutions, and how much should the media report on national security issues.

3:50 Complete Program Evaluations

4:00 Program Concludes

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