

*TheCapitol.Net's Executive Conference:*  
**Dynamics of Capitol Hill**  
(a 1-day "mini" Capitol Hill Workshop)

*Sample Agenda for national association*  
**December \_\_, 2002**  
Washington, D.C.

**8:30 Welcome and Introduction**  
*client or TheCapitol.Net*

**8:35 Congressional Dynamics and the Legislative Process** *CD Chapters 1 and 8*  
*legislative process expert*

An expert on Congress will discuss the dynamics of the legislative process and the three key elements that drive today's institution: politics, policy and procedure. He will review differences between the House and Senate, the unique circumstances of the 107<sup>th</sup> Congress, and what is expected in the 108<sup>th</sup> Congress. He will also briefly review how a bill becomes a law by tracking legislation from introduction and referral to committee, through committee hearings and markups, floor consideration, to final passage and presidential action.  
*(A short break will be taken at approximately 9:30 a.m.)*

**10:40 Break**

**10:50 The Work of Personal and Committee Staff** *CD Chapter 5*  
*Panel of congressional staffers from relevant committees / personal offices*

A panel of congressional staff members will discuss the work environment on the Hill including the positions and responsibilities of committee and personal staff, and the organization of congressional offices. They will focus on what staffers need or expect from outside interests, and how these interests can build strong working relationships with staffers and the Hill. The staffers will also provide their insider insights into the dynamics in the 107<sup>th</sup> Congress, the incoming 108<sup>th</sup> Congress, and how things have changed since September 11 and the discovery of anthrax in congressional mail.

**12:00 Lunch**

**1:00 Congressional Budgeting Today** *CD Chapter 9*  
*federal budget expert*

This session will introduce the congressional budget process, the major players, procedures, and timing of decisions, as well as the politics of federal surpluses and deficits. Authorizations, appropriations and reconciliation will be reviewed, and participants will see the "big picture" of federal budgeting. *(A short break will be taken at approximately 2:00 p.m.)*

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**3:00 Break**

**3:15 Washington Lobbying: Communicating Effectively with Congress** *CD Chapters 4, 10*  
*experienced Hill lobbyist or communicator*

This session will provide an overview of the current political environment on Capitol Hill and the role of lobbying in today's legislative process. Discussion will focus on how outside interests, such as (*client association*), can communicate effectively with members of Congress and staff and build positive working relationships. The speaker will provide practical suggestions for accomplishing this, as well as provide important "do's" and "don'ts" of interacting with Congress since September 11 and the discovery of anthrax in congressional mail. He will also discuss how (*client association*), should "wrap-up" their communication with the 107<sup>th</sup> Congress, and prepare for the in-coming 108<sup>th</sup> Congress.

**4:30 program concludes**

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