

Mark Your Calendar!

2015 Congressional Visits Day

Tuesday, March 17th
Wednesday, March 18th

STEM on the Hill™

Exhibitor Logistics Notes

Logistics and Scheduling Information for STEM on the Hill™ 2015 Exhibitors

We're looking forward to seeing you soon! The **Science-Engineering-Technology Working Group (SETWG) STEM on the Hill™ Congressional Visits Day 2015 Exhibits** will be held from **4:00 p.m. to 7:00 p.m. on Tuesday March 17** in the historic **Cannon Caucus Room — Room 345 — in the Cannon House Office Building**. Refreshments will be served and Members of Congress and appropriate staff will be invited. The **George E. Brown Award** will also be bestowed upon Sen. Richard Shelby (AL) and Rep. Donna Edwards (MD-4) during the event. We urge all exhibitors to individually contact and invite Congressional staff contacts and Members to see your own demonstrations of U.S. scientific and engineering ingenuity...

Location

- The Cannon House Office Building is located south of the Capitol, on the block bordered by Independence Avenue, First Street SW, C Street SW, and New Jersey Avenue, SW.
- Visitor entrances are located on the Independence Avenue and First Street Sides of the building. **NOTE: The Independence Avenue entrance is the closest to the Cannon Caucus Room and easiest for taxi drop off.**
- The Reception and Exhibits will be held in the Cannon Caucus Room, which is located one level above the Independence Avenue visitors' entrance. An entrance under the steps at the Independence Avenue Entrance can also be used.



Schedule

- **Beginning at 2:00 p.m. on March 17**, exhibit setup will begin. Exhibit setup should be completed by 4:00 p.m.
- Bob Boege of ASTRA (cell phone: 202-320-8836) and other designated volunteers will be on site to answer any questions and provide assistance; however, we will not be responsible for any materials and equipment left unattended.
- Please note that porters and handcarts are not available – **all materials must be carried in by exhibitors personally.** You will go through magnetometers and larger equipment and items will be wanded by security personnel.

Bringing in materials

- **Due to stringent security regulations, you are strongly encouraged to carry exhibit materials and equipment through the screening checkpoints at the Cannon Building Visitor Entrance on Independence Avenue. On the day of the event, March 17, you should plan time to get through security.** The screening machines at these entrances have the same dimensions as those used in airports. The opening is 20 x 20.
- Remember that you cannot park or leave your vehicle unattended at this entrance so it would be a good idea to have a colleague with you to assist in this task.
- **If you must use the loading dock, please notify me immediately**, so that we can collect driver's name, license number, make of car, tag number, time arrival, etc. in time to forward to the appropriate offices. When you contact me, I will give you details regarding the multiple offsite screening facilities you must go to, the rules and regulations as well as the loading dock process. Additionally, please plan on at least 90 minutes to complete the screening process on the day of the exhibit.

Other Information

- **Parking:** On-street parking on Capitol Hill near the Cannon building is extremely limited. However, a few nearby hotels have parking facilities and commercial parking lots may be found in the area.
- **Metro:** The closest Metro stop to the Cannon House Office Building is Capitol South, which is serviced by the Orange and Blue lines.

Mark Your Calendar!

2015 Congressional Visits Day

Tuesday, March 17th
Wednesday, March 18th

STEM on the Hill™

Schedule of Events

Tuesday, March 17

Delegations Arrive

AM orientation meetings (optional by delegation)

Individual Orientation Sessions by Participating Organizations and Companies (Optional)

Orientation Session for All Delegations

1:30 - 3:45 PM

Capitol Visitors Center

Capitol Plaza (across from Library of Congress)
Metro Stop: Metro Center (Red line) or Capitol South (Orange & Blue lines) The Center is in the middle of the Plaza of the U.S. Capitol Bldg.



Welcome & Introductions

Wayne Johnson, ASTRA

FY 2016 BUDGET UPDATE PANEL

Kei Koizumi, Assistant Director for Federal R&D, Office of Science and Technology Policy (OSTP)
Matthew Hourihan, Director, R&D Budget and Policy Program, AAAS

"MAKING AN EFFECTIVE HILL VISIT"— Tips from a Former Member of Congress

The Hon. Rush Holt, President, American Association for the Advancement of Science (AAAS) (invited)

TELLING YOUR STORY THROUGH DATA: Measuring What Matters About STEM Jobs, Diversity, Students, Innovation & Our Future PANEL

Douglas Heckman, EMSI
Ryan Munce, NRCCUA (MyCollegeOptions®)
Christopher Smith, NACME
John Randell (Amer. Acad. Arts & Science)

"STEM on the Hill"™ Exhibit & GEORGE E. BROWN, JR. AWARDS Reception

4:00 - 7:00 PM

Cannon House Caucus Room 345

Metro Stop: Capitol South (Orange & Blue lines)



STEM on the Hill Exhibits Open at 4:00 p.m.

AWARDS CEREMONY RECEPTION & EXHIBITS

5:00 Presentation of George E. Brown, Jr. SET Leadership Award to the Hon. Donna Edwards (MD) and the Hon. Richard Shelby (AL)

Wednesday, March 18

7:45 - 8:45 AM

Hospitality Center

Location to be Determined — Seeking Availability as of 2/25

Participating SETWG Organizations Will Conduct Hill Visits Throughout the Day.

9:00 AM - 5:00 PM

CONGRESSIONAL VISITS ON CAPITOL HILL

Participants will use local Cafeterias and Restaurants of their choice in the various House & Senate Office Buildings