

STEM on the Hill™ 2019 Exhibitor Logistics Notes

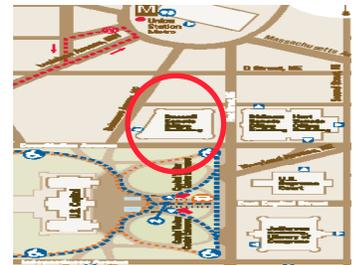
Logistics and Scheduling Information for STEM on the Hill™ 2019 Exhibitors

We're looking forward to seeing you soon! The **Science-Engineering-Technology Working Group (SETWG) STEM on the Hill™ Congressional Visits Day 2019 Exhibits** will be held from 5:00 p.m. to 7:00 p.m. on Tuesday April 2, 2019 in the historic Kennedy Caucus Room — Room 325 — in the Russell Senate 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 (as yet) undesignated Congressional Leaders who have merited the recognition of the scientific and engineering community.

In addition, we are excited to announce that the professional videographic firm, Color of STEM, will be documenting the exhibit and will provide exhibitors a chance to describe their programs and services through video clips — these can be used for Web content and other purposes and further information will follow.

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... separate invitations are prepared for you upon request.

see larger map on page



Location

- The Russell Senate Office Building (Room 325) is located just north of the Capitol, on the block bordered by Constitution Avenue, First Street NW, and Delaware Avenue, NW
- Visitor entrances are located on the Constitution Avenue and Delaware Avenue sides of the building and First Street Sides of the building. **NOTE: The Delaware Avenue entrance is the closest to the Kennedy Caucus Room but Constitution Avenue is the easiest for taxi drop off.**
- The Reception and Exhibits will be held in the Kennedy Caucus Room, which is located on the third floor of the building, Room 325.

Schedule

- **Beginning at 2:00 p.m. on April 2, 2019**, exhibit setup will begin. Exhibit setup should be completed by 4:00 pm.
- 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.

Bringing in materials

- Due to stringent security regulations, you must carry all exhibit materials and equipment through the screening checkpoints at the Russell Building Visitor Entrances on Constitution Avenue or Delaware Avenue, N.W. You will take elevators to the 3rd Floor of the Russell and follow signage to Russell Room 325, the Kennedy Caucus Room. **On the day of the event, April 2, you should plan ample 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 any entrance so it would be a good idea to have a colleague with you to assist in this task. Parking is very limited at the Capitol. The nearest public parking garage is located at Union Station, about 4 long blocks away. We recommend using taxis, Uber or other means to get items to the entrances.
- **If you must use the loading dock, please notify Boege immediately**, so that we can collect driver's name, license number, make of car, tag number, time of arrival, etc. in time to forward to the appropriate offices. When you contact Boege, he 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 Russell building is extremely limited. However, Union Station has public parking and is located four long blocks away.
- **Metro:** The closest Metro stop to the Russell Building is Union Station, which is serviced by the Red Line.