



## **“CALL ON WASHINGTON”**

*American Trucking Associations*

### **WHAT IS THE “CALL ON WASHINGTON” PROGRAM?**

The purpose of the “Call on Washington” program is to allow state association members an opportunity to travel to the nation’s capitol and meet with their Members of Congress, Agency Officials and ATA policy and legislative staff. The program provides benefits to the state association members, the trucking industry and the congressional delegation. There is no substitute for a personal meeting to communicate the trucking industry’s priorities.

The program can be successful whether there is a small or large group attending. The length of stay can vary from one to several days. The “Call on Washington” program can only be a positive facet of your association agenda.

### **WHY COME?**

- Provides a unique opportunity to discuss key issues of concern with your congressional delegation and staff, as well as agency officials. Let your voices be heard!
- Provides an overview from ATA as to the trucking industry’s initiatives in Congress and the agencies.
- Clearly impacts and allows your state association and ATA greater access to your congressional delegation.
- Provides an opportunity for your state association to discuss issues of concern among your association. Educated members are more likely to communicate with their legislators and be part of the legislative process.
- Provides an opportunity to socially interact with your congressional delegation, congressional staff, agency officials, ATA staff and state association members.



## ATA'S "CALL ON WASHINGTON"

### CHECKLIST TO PLANNING YOUR "CALL ON WASHINGTON" TRIP

#### **SET A DATE**

Plan to come to Washington when Congress is in session. Tuesday, Wednesday and Thursday have proven to be the best days of the week to plan your congressional visits. Mondays can be a good day to plan agency visits and ATA staff briefings. Attached is a 2008 House Congressional Calendar. The Senate calendar has not been released yet. *Please note on the posted calendar that votes may not occur until late on Tuesday. If that falls on the week you would like to come for your visit, we should plan on ATA or Agency meetings on Tuesday and then Congressional visits on Wednesday and Thursday.*

Be sure to plan your trip well in advance. Area hotels tend to sell out when Congress is in town. It is also important to request appointments with your congressional delegation and agency officials as early as possible.

#### **HOTEL RESERVATIONS AND TRANSPORTATION**

Make hotel reservations as early as possible. ATA can provide you with a list of suggested hotels and, in some cases, ATA rates. ATA will be happy to help with all hotel reservations.

ATA can provide you with a list of airports and airport transportation to your hotel.

#### **PLAN YOUR AGENDA**

Plan your agenda once you have set a date and secured hotel reservations. Listed below are some suggestions.

Meetings: Determine who you would like to meet with, including your congressional delegation, agency staff and ATA staff.

Events: Ideas include hosting a breakfast or luncheon with a congressional member(s), or hosting an evening cocktail reception or dinner for your state association and/or congressional delegation.

Tours: ATA can provide you with a list of suggestion for tours around the nation's Capitol. We can provide you with schedules and fees and can help you to arrange them. Some state associations have arranged spouse tours.



## ATA'S "CALL ON WASHINGTON"

### **MEETINGS**

Request a Congressional Meeting: Congressional members and staff are very responsive to constituent requests for appointments. It is our suggestion that your office or industry members schedule the appointments with the appropriate Senate or Congressional Office here in Washington. ATA can help with any follow-up calls.

Request an Agency Meeting: ATA can help you identify who in a particular agency you may want to meet with, as well as help schedule the meeting.

Timing: In the event a meeting starts late or runs over the scheduled time, be flexible on timing. You should always allow sufficient time between appointments (30-60 minutes). Most Congressional visits run 30 minutes.

### **ISSUES**

Determine Your Issues: Develop a list of issues that are important to your members and your association that you would like to discuss while in Washington. ATA can schedule ATA staff specialists to brief your membership on those issues, as well as provide you with issue papers that can be put on your state association letterhead and left behind in the Congressional Members office or agency you have met with.

### **WHAT ATA WILL HELP YOU PLAN**

- Help to determine a good time to plan your trip
- Planning your program
- Planning the issue briefing sessions
- Issue Packets (which can be put on your letterhead)
- Hotel Reservations
- Following up with Congressional Offices and Agencies on invitations issued
- Securing tickets for evening events or tours
- Any follow-up with Congressional Offices after your visit



## ATA'S "CALL ON WASHINGTON"

### WHO TO CALL AT ATA

You should call Elisabeth Barna to schedule your "Call on Washington." She will then coordinate with your Regional Lobbyist, the Federation Relations staff, Executive Office staff, policy staff, public affairs staff and anyone else at ATA that you would like to include in your visit.

Elisabeth Barna  
Vice President, Strategic Planning & Outreach  
American Trucking Associations  
950 North Glebe Road, Suite 210, Arlington, VA 22203  
Telephone: 703-838-1945 -- Fax: 703-838-1941

### 2010 HOUSE CONGRESSIONAL CALENDAR FOR REFERENCE

January 12	111th Congress, 2nd Session convenes
January 28-30	Republican Conference Issues Conference
February 12 - 22	Presidents Day District Work Period
March 29- April 9	Spring District Work Period
May 31 – June 7	Memorial Day District Work Period
July 4 – 12	Independence Day District Work Period
August 9 - September 13	Summer District Work Period
October 8	Target Adjournment
November 2	Election Day

### 2010 SENATE CONGRESSIONAL CALENDAR FOR REFERENCE

January 5	Senate Convenes/ Pro Forma Only
January 19	Senate Reconvenes
March 29- April 2	Spring Recess
April 5	Passover Ends
May 31 – June 4	Memorial Day Recess
July 5-9	Independence Day Recess
August 9 - September 10	August Recess
TBD	Target Adjournment
November 2	Election Day