

IREM® & CCIM Institute

Capitol Hill Visit Day

Frequently Asked Questions

April 17 & 18, 2012

Washington, D.C.

Who is invited?

All members of IREM® and CCIM Institute who are interested in representing the commercial real estate profession on Capitol Hill with members of Congress.

What is the purpose of the IREM® & CCIM Institute Capitol Hill Visit Day?

Congress deals with issues every day that greatly impact the property management and commercial real estate industry. Your elected senators and representatives count on you to educate them about your livelihood and how best they can serve you while in Washington. IREM® and CCIM Institute are dedicated to providing you with the opportunity to speak to members of Congress directly and convey the commercial real estate message so vital to your business and the U.S. economy.

What is the schedule?

On Tuesday, April 17, from 2:00pm to 5:00pm, there will be an Orientation at the JW Marriott in Washington, D.C. There will be time during the Orientation to caucus with members from your region. It is very important to be at this briefing! The visit to Capitol Hill will take place on Wednesday, April 18, with meetings throughout the day.

What happens once I register?

Once you register for the IREM® & CCIM Institute Capitol Hill Visit Day you will be directed to contact your chapter. Each chapter will appoint a "Chapter Capitol Hill Visit Coordinator" who will work with chapter members to schedule appointments on Wednesday, April 18, with U.S. Senators and Representatives from their state. Issue papers, instructions on how to schedule meetings, and a master schedule of Hill Visit meetings, will be made available at http://www.ccim.com/newscenter/public_policy. An Orientation Manual, voting records, maps, and "Leave Behinds" will be provided to you at the Orientation on Tuesday, April 17.

How do I schedule a meeting with my Congressperson?

Your "Chapter Capitol Hill Visit Coordinator" will set up the meetings with your congressperson. To schedule a meeting with your Congressperson you must follow these 3 steps:

- 1) Visit www.congress.org to look up your senators and representative by using your zip code. Find the D.C. office fax number under the "contact" tab and look under the "staff" tab for the Scheduler/Appointment Secretary.
- 2) Draft a letter to the legislator's office in care of the scheduler. For a sample letter, go to: http://www.ccim.com/newscenter/public_policy.
- 3) Fax letter to the D.C. fax number listed.

Congressional offices require all requests for meetings with the congressperson to be in writing. The legislator's Scheduler will call to inform you of the Congressperson's schedule and facilitate your request. ***Important for your "Chapter Hill Visit Coordinator"*** If you have not heard from the Scheduler within two weeks of faxing your letter, you should call him/her directly, reference your letter and inquire as to the status of your request.

How do I know if an appointment has already been made with my representative or senator by another CPM®, ARM®, or CCIM?

As Hill Visit attendees make and confirm appointments with their congresspersons, a master schedule will be updated and made available at http://www.ccim.com/newscenter/public_policy. Feel free to contact the IREM® Legislative Liaison, Beth Price, at (800) 837-0706 ext. 6021, or at bprice@irem.org, or the CCIM Institute Legislative Liaison, Adriann Gerardi, at (800) 837-0706 ext. 6033, or at agerardi@ccim.com, if you need assistance.

What issues will we be lobbying on Capitol Hill?

IREM®, CCIM Institute, and NAR legislative staff will identify salient issues for you to lobby while on Capitol Hill. Available six weeks prior to the Hill Visit, Briefing Papers on these issues will be posted at http://www.ccim.com/newscenter/public_policy. Since the public policy scene is constantly changing, the lobbying platform may be modified prior to Hill Visits. If modified, Hill Visit participants will be notified. In addition, IREM® and CCIM Institute legislative Statements of Policy are available online for you to study current positions on many issues.

What can I expect from a Hill Visit meeting?

You will be meeting your congressperson along with your fellow IREM® and CCIM Institute members. The larger the group – the more effectively you will convey your legislative agenda. You will appoint a group leader and separate issue leaders at the Orientation on Tuesday; however, everyone will have the opportunity to speak if they so choose. Always remember that even if you don't feel comfortable speaking to the issues, you are the experts in your industry and legislators need to understand your business in order to understand your issues!

In some situations, you will be directed to meet with a staff person because the congressperson has been called away. This is unavoidable in the world of politics. Do not discount the impact you can have when meeting with staff. Remember that their bosses rely on them heavily in order to manage their workload. Staffers are a vital step in building a rapport with your congressperson. They are the gatekeepers. The impression you make on staff can "make or break" getting your issues in front of your elected representative in the future!

How do I get to Capitol Hill from the hotel?

You may travel to Capitol Hill by bus, the Metro (subway train), or cab. The bus station is on the same block as the hotel. Different buses travel to the House and Senate office buildings. The Metro Center is close by at the intersection of G and 12th Street. The Red, Blue, and Orange subway train lines are available at that station. You may take the Blue Line train to the House office buildings or the Red Line train to the Senate office buildings. For bus route and train information, visit the Washington Metropolitan Area Transit Authority (WMATA) website at www.wmata.com. Use the WMATA trip planner to plan your trip door to door. Each trip by bus or train will cost between \$1.35 and \$4.50. Traveling by cab will cost more.

We look forward to seeing you on the Hill!