

Pre-HIV Advocacy Day Briefing

Monday, March 11, 2019

Conference Line – (605) 472-5718

Access Code – 117123#

Conference Call @ 12:30PM

In-Person Meeting/Conference Call @ 6:30PM

1415 California St, First Floor Classroom 1&2 Houston TX 77006

HIV Advocacy Day

Wednesday, March 20, 2019

Pre-HAD Briefing



AGENDA:

- Introduction
- Logistics for HIV Advocacy Day
- Capitol Security
- Navigating the Capitol Building
- Meeting with Legislative Offices
- Questions

Introductions



HIV Advocacy Day is a nonpartisan, statewide day in Austin with three goals:

- 1) Build Relationships**
- 2) Educate lawmakers**
- 3) Advocate for good public policy related to HIV treatment and prevention**

HIV Advocacy Day Logistics



Tentative Schedule

- 9:00am – Arrivals, Check-in, Breakfast
- 10:00am – Morning Session begins at FUMC FLC
- 12:00pm – Working Lunch
- 1:00pm – Photo at the steps of the Capitol
- 1:30pm – Office visits begin
- 3:30pm – Most office visits complete

Notes on Transportation

Driving – If you are driving yourself or with friends, Please plan to arrive in Austin by 9:30am. Austin morning traffic will add extra time to your drive.

Parking – Metered street parking may be found in the surrounding area. A paid garage is located across the street from our training location. A paid parking lot is also located on the same block as our training location.

Bus – Houston and Dallas partners will provide a bus for attendees in need of transportation.

HIV Advocacy Day Logistics



Bus Information

Houston

If you signed up for a spot on the bus, transportation will be provided at **1415 California St, Houston TX 77006.**

Trip to Austin

- Bus Arrival in Houston: 6:00AM
- Bus Departure in Houston: 6:30AM

Return to Houston

- Bus Arrival in Austin: 4:00PM
- Bus Departure in Austin: 4:30PM

Dallas

If you signed up for a spot on the bus, transportation will be provided at **7220 S Westmoreland Rd, Dallas TX 75237.**

Trip to Austin

- Bus Arrival in Dallas: 4:30AM
- Bus Departure in Dallas: 5:00AM

Return to Dallas

- Bus Arrival in Austin: 4:00PM
- Bus Departure in Austin: 4:30PM

HIV Advocacy Day Logistics

Location

Our day will begin at the First United Methodist Church's Family Life Center (right photo) at 1300 Lavaca St, one block from the Texas Capitol Building.

On occasion the Family Life Center has been confused with the FUMC church building (photo below). If your GPS sends you to the actual church building, you are at the wrong location, about a block away from the Family Life Center. Please make your way over to **1300 Lavaca**.



↑ **RIGHT BUILDING** ↑

1300 Lavaca St, Austin TX 78701

← **WRONG BUILDING**



HIV Advocacy Day Logistics



Personal Folders

Upon arrival in Austin, each attendee will receive a personal folder. Personal folders will include the following information:

- Schedule for the Day
- State Capitol Map
- Guide to Effective Legislative Visits
- Social Media Guidelines
- Policy Papers

Legislative Folders

Once you have split up into teams, you will receive one folder for each office you will be meeting with. These folders will only include policy papers.

HIV Advocacy Day Logistics



Dress code

Please dress in business casual attire and bring comfortable shoes, there will be a lot of walking. Upon arrival all attendees will receive a red ribbon and safety pin to wear on their person.

Meals

Meals will be provided for breakfast and lunch. Breakfast tacos, coffee, and water bottles will be available for breakfast, upon arrival in Austin. Boxed sandwich lunches will be provided at lunch time. If you have special dietary restrictions, we may reach out to you prior to the event. Please be on the lookout for communications.

Dinner will NOT be provided

If you are taking the bus home, please make plans to purchase a snack or a to-go dinner from the Capitol Cafeteria or a restaurant within walking distance, after your office visits have been completed. You will have about an hour to make arrangements before departure.

Capitol Security



Expect delays

Attendees will enter the capitol building together, after lunch. Getting through security may take some time. Many other groups will be at the Capitol for their own lobby days.

General Rule

If you can't take it on an airplane, don't bring it to the Capitol.

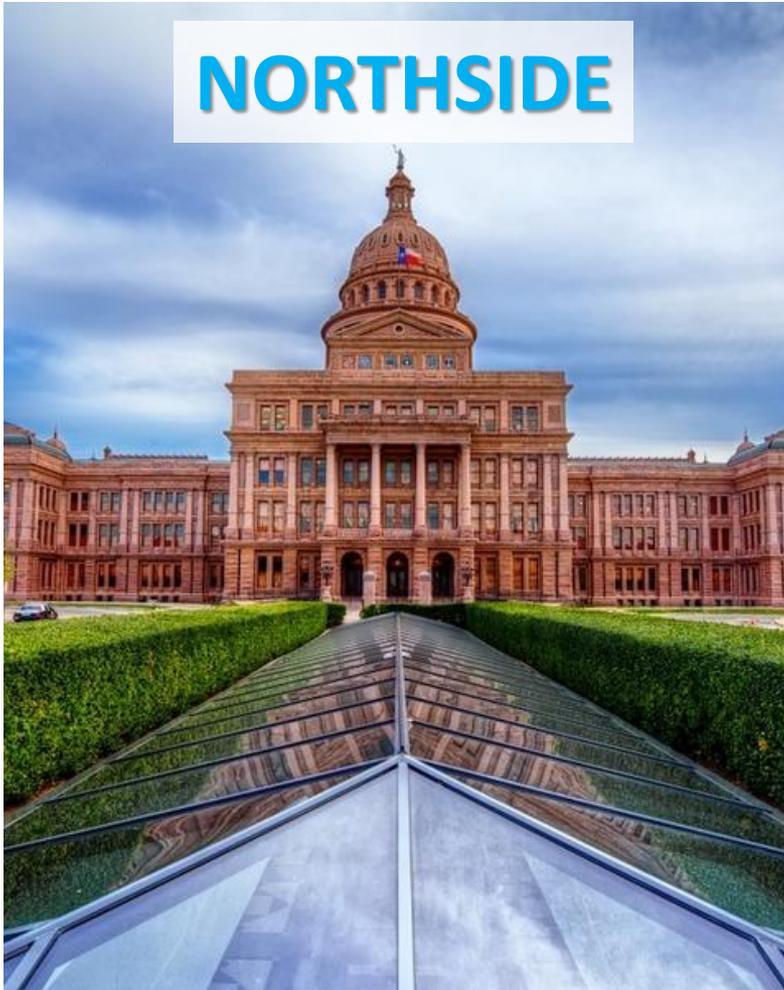
Security Protocol

Be prepared to walk through a metal detector. You will not need to remove your coat or shoes, but you will be asked to remove all metal items from your person and empty your pockets. Bags will need to be scanned through an x-ray machine and may be inspected.

If additional screening is required, a Texas Ranger will ask you to hold up your arms and use a detector wand to scan your person.

Navigating the Capitol Building

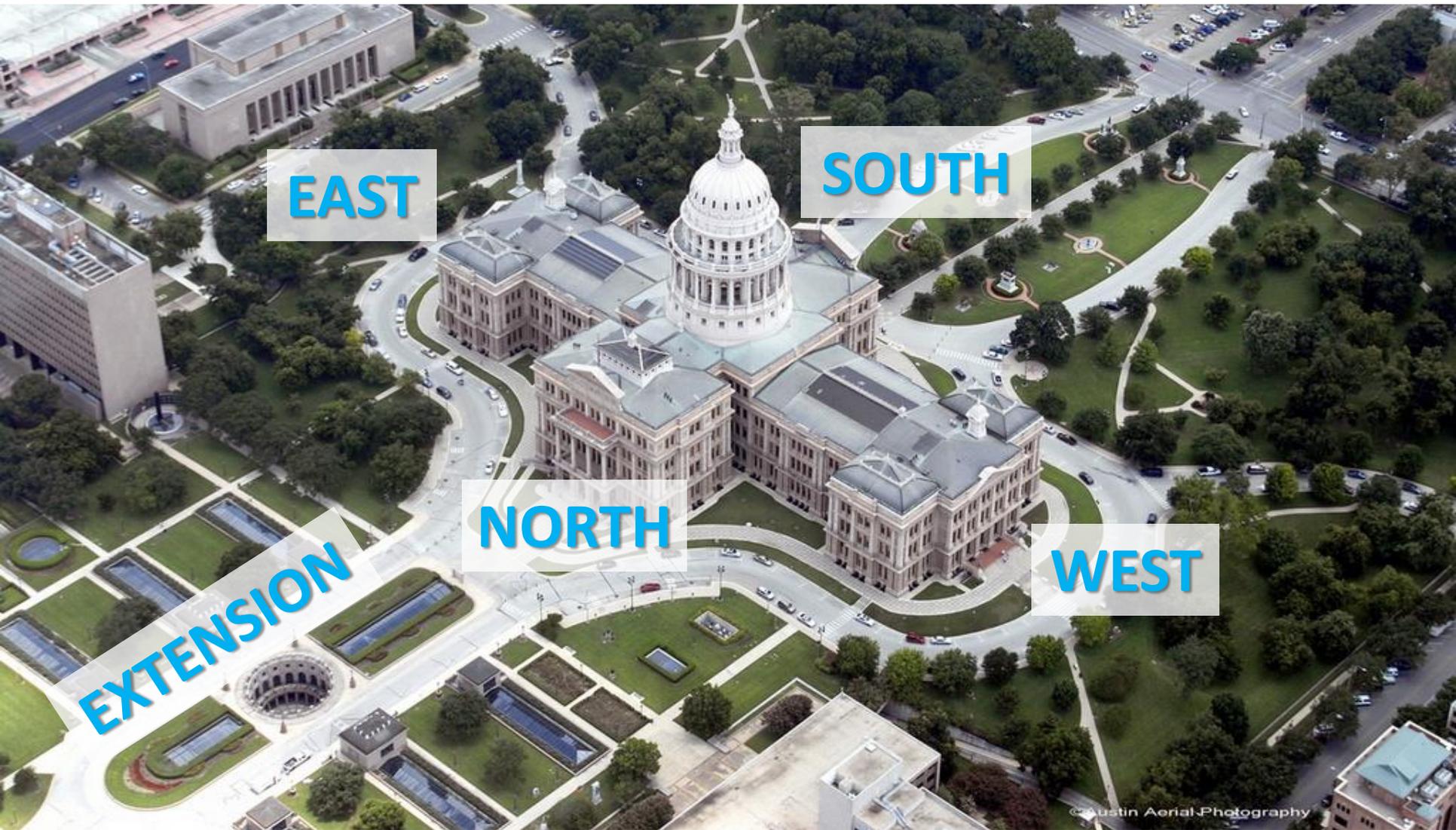
NORTHSIDE



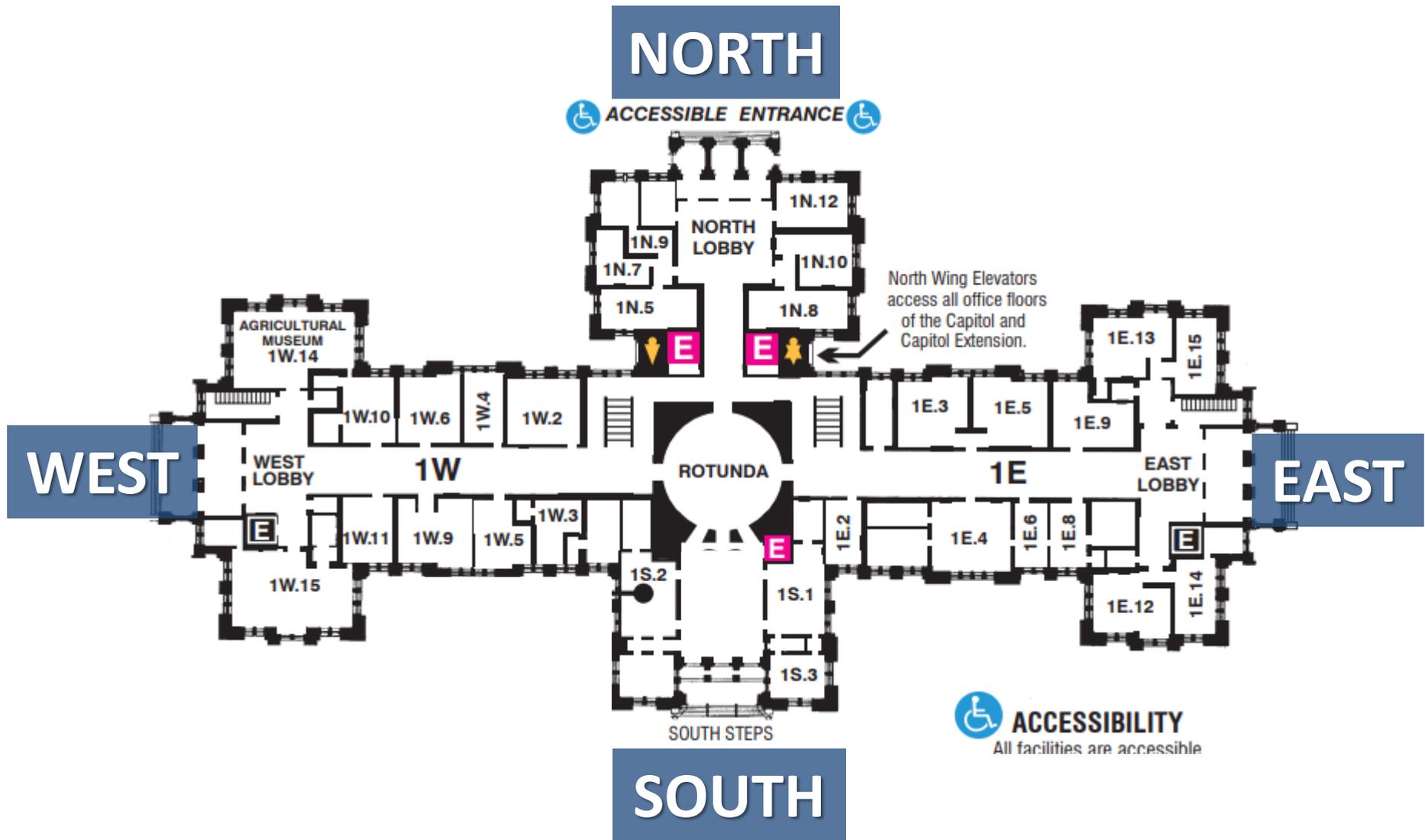
SOUTHSIDE



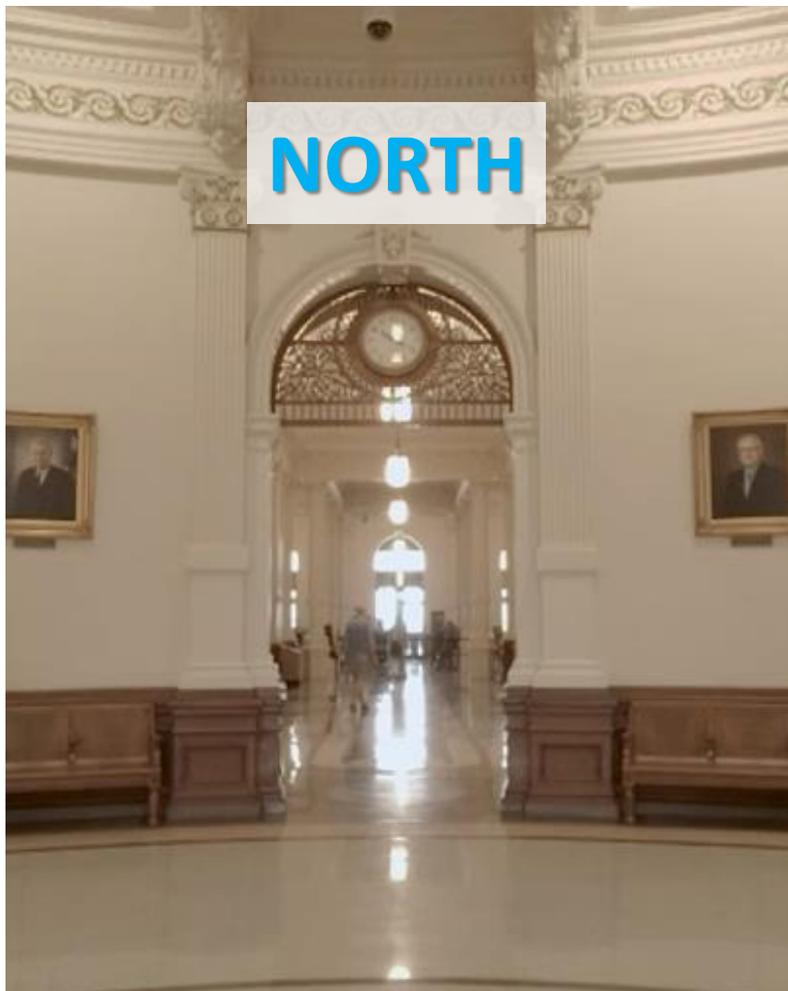
Navigating the Capitol Building



Navigating the Capitol Building



Navigating the Capitol Building



If you find yourself standing under the rotunda lost, look to the clock to find your way.

The only clock on the ground floor of the capitol building, under the rotunda, faces North.

Navigating the Capitol Building



Navigating the Extension

The capitol extension is located on the north side of the capitol building, underground.

The extension may be accessed by using the entrances under the stairs on the East and West wings of the capitol. Elevators are also available, but be advised, the elevators will be packed and will run very slowly.

The extension has two levels: E1 and E2.

E1 is the upper level of the extension. E2 is the lowest level of the extension.

E1 and E2 are easily confused. Please keep this in mind when locating your assigned office visits.

Example office numbers in the extension:

E1.402 – Representative Briscoe Cain

E2.304 – Representative Jon Rosenthal

Meeting with Legislative Offices



Team Office Visits:

Office visits will be made in teams of 3 - 5 people. You will receive a schedule of visits based on team assignments. Visits will last between 10 - 15 minutes. Each team will have between 2-3 visits scheduled.

Expect to meet with a staff member, **but be aware that the lawmaker may be in the office or may drop by at any moment.**

Each team **MUST** fill out a completion form for each office visited. Completion forms will be included in folders handed out at the start of the day.

Digital Promotion:

If your meeting went well, ask to take a group photo and tweet it using the hashtags #TXHIVDay and #TXLege. Suggested tweets will be included in your folders.

If you do not have a twitter account send photos to jlee@legacycommunityhealth.org and we will share with attendees once the day is over.

Meeting with Legislative Offices



Dos and Don'ts:

- Know correct pronunciation of the lawmaker's name
- Know whether or not his or her title is Representative or Senator
- None of the lawmaker's offices you are meeting with have the title Congressman or Congresswoman
- Answer all questions truthfully – which includes “I don't know, but we can get back to you with an answer.” Make a note of the question in your completion form
- Make sure to collect the name and contact information for the person you speak with, this will be important for your team's completion form
- DO NOT make reference to your political affiliations or the political party of the lawmaker. This is a non-partisan effort with 501(c)3 organizations participating.

QUESTIONS

Additional Questions?

James Lee, Government Relations Manager

jlee@legacycommunityhealth.org

281-889-7967

If you run into any issues throughout the day, please call me directly.
I will be available to help you with any questions you might have.