



2021 Legislative Fly-In: Frequently Asked Questions

March 2-4, 2021
Washington, D.C.

Application & Selection

What is the Legislative Fly-In?

ASCE's Legislative Fly-In Program in Washington, DC is an intensive two-day program that provides participants with an inside look at the public policy process. ASCE members have an opportunity to take a set of issues to their Members of Congress and help the Society advance its public policy goals while learning beneficial leadership skills they can bring back to their workplace, Sections, and Branches.

The 2021 Legislative Fly-In program includes:

- Meetings on Capitol Hill with your Members of Congress or their staff
- Briefing sessions on key legislation active in Congress and ASCE's Legislative Priorities
- Training on lobbying and influencing your elected leaders
- Networking with your ASCE peers from across the country
- A Younger Member Program
- Tips on continuing relationships with your elected officials once you return home

To attend the 2021 Legislative Fly-In submit your application here:

<https://www.surveymonkey.com/r/2021legislativeflyinapplication>

Are there any requirements to apply to attend Fly-In?

Yes. You must be an ASCE member in good-standing and be a [Key Contact](#). You must also have an interest or desire to play an active role in ASCE's public policy programs. You must be familiar and be willing to advocate for the Society's position when meeting with your Member of Congress.

Why is there an application to attend the Legislative Fly-In?

ASCE uses the application process to help the Society meet a variety of strategic priorities and government relations goals. These goals include such things as increasing the number of congressional offices ASCE members meet with during Fly-In, having at least two ASCE members from every state participate, and targeting congressional committee members who have jurisdiction over our legislative

priorities and/or legislation that is active in Congress (i.e. members of the House Transportation & Infrastructure Committee or Senate Environment and Public Works Committee). We also use the application process to identify travel award recipients.

What can I do to make my Fly-In application stand out?

First, take action by regularly sending the pre-drafted emails to your legislators or emailing the legislator or their staff directly when you receive or become aware of a key alert. Be sure to copy govwash@asce.org if you send a personal email to congressional staff for a key alert. Second, engage in your Region's, Section's, Branch's or Younger Member group's advocacy activities. If your local ASCE group does not engage in advocacy, consider asking your local leadership to add advocacy and government relations to their programming and leadership opportunities.

How will this year's election impact the Legislative Fly-In?

ASCE will follow its selection criteria to ensure the Society is strategically engaging with congressional offices. An election cycle can certainly throw this into flux when you have mix of officials [retiring or seeking higher office](#) and there is a shift in the balance of power in either chamber. Selections are not made until after the close of the application period on **November 23**. By then we should hopefully have a sense of what committees in the 117th Congress will look like when the new session begins in January.

How will COVID-19 change the Legislative Fly-In?

ASCE is hopeful that we will be able to bring everyone together in March 2021 for the Legislative Fly-In to share the newly released *2021 Infrastructure Report Card* with their Members of Congress. We are working very close with the Hyatt Regency on Capitol Hill, our home base for the event, to determine how to safely host you. If we do hold an in-person event, we know that it will be a smaller group to allow for appropriate social-distancing within the meeting space. We're also keeping a close watch on the protocols being followed by the U.S. Capitol Complex for the purposes of scheduling your three Hill Visits and, of course, the public health rules in effect by the District of Columbia on crowd size and other COVID-19 related travel restrictions. This may mean that the event is moved to a hybrid format with some participants in DC and others participating from the comfort of your home or office. We may also be required to take the event fully virtual. ASCE's Government Relations Staff is preparing a number of contingency plans and will communicate with applicants and attendees throughout the process. ***We expect to make a decision on the event format by **December 11th**, when we notify applicants of their acceptance.***

Travel Awards

How can I be considered for an ASCE Government Relations travel stipend?

Simply indicate that you would like to be considered for an ASCE Government Relations travel stipend (Question 10). ASCE Government Relations offers a limited number of travel awards to help defray some travel costs. **The remaining travel costs are the responsibility of the attendee.** Regardless of travel award status, applicants should not purchase airfare or make any hotel arrangements prior to **January 11, 2021** which allows staff to confirm whether the Capitol Complex will be reopened to outside visitors. Reservations/airfare purchases prior to this day will not be eligible for reimbursement. Accepted applicants will be notified to begin purchasing travel on or around **January 11, 2021**

Will the travel stipend cover all travel expenses?

No, travel stipends are available to help defray a limited amount of attendee's travel costs. **In 2021, travel awards will be limited to the \$135 per day per diem for a total of two days (\$270 total).** There will be a limited amount of funds available to support the reimbursement of airfare and those will be awarded on a case-by-case basis. Attendees will be provided with a sample letter to be used to approach other sources for additional funding (your Section, Branch, employer, etc.) and time off. Attendees in receipt of a travel award to support the purchase of airfare or train fare should ensure tickets have been purchased prior to **February 17, 2021.**

How do I know if I received an ASCE Government Relations travel award?

The first round of Legislative Fly-In applicants will be notified of their **acceptance and selection for a travel award** on **December 11, 2020** by ASCE Government Relations staff. Additional rounds of notices will be sent via email through late-January as space becomes available. Travel stipends will be offered to waitlisted applicants based on availability of funds.

When will I be reimbursed?

Reimbursement forms will not be issued until your participation in the Legislative Fly-In has been verified (as early as March 5, 2021). In addition to being checked-in at the event, attendees must also turn in their congressional meeting feedback forms as well as the overall event survey. Expense checks are cut on Thursdays and reimbursement forms must be received no later than noon the Tuesday prior to be considered for that week's check run (Remember to turn in your forms!).

Registration

When can I register to attend Fly-In?

You will receive an email from ASCE Government Relations staff letting you know you have been accepted to attend Fly-In and/or will receive a travel award. That email will contain information on how to confirm your attendance, indicate you will accept your travel award, and register for the 2021 Legislative Fly-In.

Is there a registration fee to attend the 2020 Fly-In?

To be good stewards of ASCE funds, there is a registration fee to attend the 2021 Legislative Fly-In. The fee is not required to apply, and you should never be asked to pay a fee when completing your application. Registration will be collected during the registration process after you have been notified of your acceptance.

Travel & Lodging

Will ASCE have a block of hotel rooms at the 2021 Fly-In?

Yes. Hotels in the Washington, D.C. metro region are expensive, and between cherry blossoms blooming and spring legislative events, the city is traditionally particularly busy. ASCE does its best to negotiate reasonable rates and is currently working with the hotel to determine room rates for March 2021 should we be able to host the event in-person. A government room rate will be extended if available. Specific information regarding hotel accommodations will be shared in the acceptance notices sent via email in December.

When should I book my flight or purchase a train ticket?

After **January 11, 2021**. We strongly urge all applicants to wait to make any travel arrangements until you have received confirmation from ASCE Staff. Postponing purchased until January allows us to confirm any plans to reopen the Capitol Complex to outside visitors during the 117th Congressional Session. Attendees receiving **travel stipends** will receive specific details about the amount of their award and how it can be used to help defray the cost of travel. Government Relations staff is available to work with attendees to help maximize the travel award received.