



2020 Legislative Fly-In

March 11 -12, 2020
Washington, D.C.

The 2020 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

Apply Online to Attend the 2020 Legislative Fly-In:

<https://www.surveymonkey.com/r/2020FlyInApplication>

Questions and Answers

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.

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

To be good stewards of ASCE funds, there is a \$39 early-bird registration fee and a \$59 regular registration fee to attend the 2020 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.

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.

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

Simply indicate that you would like to be considered for an ASCE Government Relations travel stipend (Question 11). 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.** Applicants should not purchase airfare or make any hotel arrangements prior to **December 6, 2019**. Reservations/airfare purchase prior to this day will not be eligible for reimbursement.

Will the travel stipend cover all travel expenses?

No. Travel stipends are awarded as either full or partial stipends to help defray attendee's travel costs. **Full stipends include reimbursement for reasonable airfare and a \$135 per day per diem for a total of two days (\$270 total).** Attendees receiving a full stipend should purchase the most economical fare from their point of origin. If you are not travelling from your home airport or require a fare that exceeds \$500 you must request approval of Government Relations Staff prior to purchase. **Partial stipends consist of two days of per diem only.** In either event, we also provide attendees with a letter to be used to approach other sources for additional funding (your Section, Branch, employer, etc.) and time off. Additional nights of per diem may be requested on a case-by-case basis.

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 6, 2019** 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 13). 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!).

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.

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 2020 Legislative Fly-In.

Will ASCE have a block of hotel rooms at the 2020 Fly-In?

Yes. Hotels in the Washington, D.C. metro region are expensive, and March is particularly busy. ASCE does its best to negotiate reasonable rates. ASCE will have a block of rooms available at the hotel available at \$299 a night plus taxes and fees. A government room rate will also be made available. Specific information regarding hotel accommodations will be shared in the acceptance notices sent via email on December 6, 2019.

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

After **December 6, 2019**. We strongly urge all applicants to wait to make any travel arrangements until you have received confirmation of your attendance. Attendees receiving **full travel stipends** are asked to purchase the most economical flight from their point of origin and any purchase at or above the \$500 amount requires pre-authorization to qualify for reimbursement. Government Relations staff is available to work with attendees to help maximize the travel award you have received.