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**2019 MAPE Day on the Hill FAQ**

**Register:** After signing in, scroll down events calendar and select Day on the Hill.

**What:** 2019 Day on the Hill

**When:** Tuesday, March 26th, from 8:45 a.m. to 4:30 p.m.

**Where:** Capitol Room B15 (L'Etoile Du Nord Vault)

**Registration deadline:** March 19th at 4:30pm

**Where can I park?**

A map of nearby metered parking locations is available in the MAPE Portal, and a copy will be emailed a week prior to March 26th with your meeting times. Metro Transit Green Line LRT and several buses also stop outside the Capitol complex. You can plan your route here: https://www.metrotransit.org/home.

**How long will my legislative appointments last?**

Meetings are generally limited to 15 minutes for all groups large and small. It’s important to use your time wisely. Keep your introductions very brief to ensure you have enough time to cover all the legislative priority talking points provided in advance and in your packet. When you’re done, be sure to thank your legislator, their staff and have one person in the group leave the talking points sheet with the legislator or their legislative assistant.

**Do I have to be there for the entire day to participate?**

No, you need not be there for the entire day to participate. Appointments will be sent out in advance, so you may come for just that portion.

**What if my appointment starts prior to the end of the program?**

Please feel free to leave and get to your appointment on-time.

**How do I find my legislative offices?**

On the day of your appointments, you will receive a packet including the specific room number and location for your meeting. There are directories and maps located on each floor. There will also be MAPE volunteers located in the Capitol, The Minnesota Senate Building, and the State Office Building to direct you. They will be wearing MAPE shirts to help you identify them. If you do not know where to go, ask right away. If you are late for your appointment, the appointment will be canceled and not rescheduled for that day.

**Do I get paid for attending a Day on the Hill?**

Neither the Government Relations Committee nor MAPE Central will be covering lost time or travel expenses. Locals are permitted to approve lost time, reimbursed expenses and/or stipends for attending the event. Please contact your local leadership for specific details.

**What if I don’t know the names of my legislators prior to my appointment?**

The names and office locations will be sent out a week in advance, as well as included in your packet the day of.

**Will I be going to my legislative appointments by myself?**

In most cases, attendees will be joining other members in legislative meetings. Your packet will list other members who will be attending the appointments with you. If you are the only registrant meeting with a legislator, you may ask a volunteer or staff to attend with you.

**Where do I go when I am not in my meetings?**

You are welcome to sit in on any legislative hearings, tour the Capitol, spend time in one of the cafeterias or sit in our room (B15, L’Etoile Du Nord Vault) while you wait. Jackets and miscellaneous items of minimal value may be left in L’Etoile Du Nord Vault during your appointments. A legislative calendar of meetings will be available at registration on March 26th.

**What if my legislator asks me questions to which I don’t know the answer?**

There is no harm in saying you don’t know. The purpose of MAPE’s Day on the Hill is for members to let their legislators know about important issues that affect them or their families. Please hand legislators the “Legislative Issue Summary” sheet, which also includes contact information for MAPE’s legislative staff.

**Where are the restrooms?**

Restrooms are located in the lobby of each floor in the State Office Building. In the Capitol, restrooms are located on either side of the hearing room on the ground floor, outside of room 123 on the 1st floor and by the Supreme Court chamber on the 2nd floor.

**How do I get to the Capitol cafeteria or MnDOT cafeteria?**

You all have received vouchers for lunch which can be used at either the cafeteria in the MNDOT building or the cafeteria downstairs here at the Capitol.

The MnDOT building is next to the State Office Building and the cafeteria is on the ground floor. You may take the tunnels from the basement of the Capitol through the State Office Building to MnDOT. Best route is to go outside and use the sidewalks to get there. Go through the front door and take a right. You will see it.

The Capitol Cafeteria (Rathskellar) is located on the basement level, just outside the B15 meeting room.

**When will I be able to leave?**

Members are free to leave once your final legislative meeting of the day is over. We ask that you fill out an evaluation sheet and a feedback form and leave them in L’Etoile Du Nord Vault.

**How do I report back what happens in my meetings?**

Use the Day on the Hill feedback form from your packet to report back information about your meeting. Any follow-up will be done by staff after the Day on the Hill appointments have concluded. Please leave that form in L’Etoile Du Nord Vault before departing from the Capitol.

**What if I have further questions?**

Feel free to flag down a MAPE staff member or volunteer. If you have a cell phone, call Devin Bruce at 219-798-0923 with questions.