NASFAA Leadership Conference & Legislative Symposium Checklist

Registration: **Register On-line**

1. This is the only way to register. Payment does not have to accompany your form.

Reservation at L'Enfant Plaza Hotel: make reservation now to avoid having to stay off site. Hotel rooms go quickly and the hotel may sell out before the cut off date. Make reservations as follows:

2. **On-line**
3. **By phone:**
   - **i.** Toll free reservations at (202)484-1000.
   - **ii.** Group Code – NSFA13

Hill visit preparation:

4. Participate in the preconference Webinar on February 7 from 1:00 pm- 2:30 pm. (Your Leadership Conference registration will automatically register you for the webinar and you will receive an e-mail with information on how to access the webinar on February 6.) The webinar is designed to give you both legislative and practical information to help you prepare for your hill visits as well as give you a brief Federal Update from NASFAA staff.
5. Schedule appointments between 8:30 am-11:30 am on Tuesday, March 12. Allow 30 minutes per appointment and at least 30 minutes to travel between appointments (depending on how close the offices are to each other—see map).
6. Get acquainted with your member's background before your visit--especially on student aid issues. See the web sites for the House and Senate at: http://www.house.gov/ and http://www.senate.gov/general/contact_information/senators_cfm.cfm
7. Discuss your visit with your boss and the governmental affairs/federal relations staff at your institution.
8. Prepare a school fact sheet to take with you on your appointments. See the template.
9. Develop an impact sheet (if possible) or bring student testimonials or success stories to leave with your Congressional representatives.

Packing for your trip

10. Business cards: exchange these with your colleagues at the conference as well as using them for your Hill visits.
11. "Business casual:" this is fine for all conference sessions and the reception at the NASFAA office.
12. "Business attire:" for your Hill visits bring jackets and ties (men), suits or dresses (women).
13. Comfortable shoes: you could be walking a lot on your Hill visit.
14. Warm coat and/or umbrella: in early March in DC, anything is possible!

Questions

15. About the Conference: contact Jennifer Jackson at (202) 785-6946 or jacksonj@nasfaa.org
16. About Your Hill Visits: contact Megan McClean at (202) 785-6942 or mccleanm@nasfaa.org

© 2012 NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

NASFAA
NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS