



Information & Education Days

May 8-9, 2023
Sacramento, California



CALIFORNIA TOBACCO
ENDGAME CENTER FOR
ORGANIZING AND ENGAGEMENT
A project of the American Heart Association.

Frequently Asked Questions – I&E Days 2023

What is the I&E Days event?

Information & Education (I&E) Days 2023 is an annual event for California Tobacco Control Program (CTCP)-funded projects and organizations to educate the California Legislature (State Assembly Members, State Senators, and their staff) about commercial tobacco's impact on our communities.

Will I&E Days be held in person or over Zoom?

Unlike I&E Days from 2020-2022, the 2023 event will again be held in person in Sacramento, as it had in all years prior to 2020. I&E Days will be held in 3 locations – the Holiday Inn Sacramento Downtown – Arena on Monday, May 8 and Tuesday Morning, May 9 will begin at the hotel, then move to Legislative Meetings at the Capitol Annex Swing Space. Lunch and headquarters on Tuesday May 9 will take place at a big tent on the Capitol grounds. Location and further details are covered in the FAQs below and on the I&E Days event website.

Is there a registration fee?

No, there is no registration fee to attend I&E Days, but you must register to attend.

Is I&E Days a lobbying event?

Absolutely not! Attempting to influence legislative action or nonaction through oral or written communication – lobbying – is strictly prohibited at I&E Days.

Who can attend?

I&E Days 2023 is open to all CTCP-funded projects, partner organizations, coalition members, community groups, and others working with CTCP-funded projects.

Is staff required to attend or can coalition members go in their place?

While many CTCP projects have I&E Days listed as part of their required travel, funded staff members are not required to fulfill this attendance role for I&E Days; non-funded coalition or engaged community members may attend and fulfill this requirement on behalf of the funded project. Please refer to your project's [Request for Application or Local Lead Agency Guidelines](#) to review your attendance requirements. If you have questions about your attendance and budget, please contact your Program Consultant and Procurement Manager.

Can I attend I&E Days sessions and meetings virtually if I can't come to Sacramento?

No. All sessions and legislative meetings will be conducted in person. However, there will be opportunities to participate in other ways for those who are unable to attend I&E Days – posting on social media, calling your elected officials, or watching a live stream of the day's events. Stay tuned for more information!

What is the agenda for I&E Days?

Please see the I&E Days agenda on the event page, [here](#).

Can I just attend Day 2 of I&E Days?

While Day 1 is not mandatory, it is highly encouraged that all participants attend the Opening Session on Monday, May 8. We understand that not everyone is able to stay overnight, and some may only be able to attend on Day 2.

I have never attended a legislative meeting, what do I do?

Many participants are first timers to I&E Days or have not attended meetings with their elected officials before.

I've attended before, do I need to watch the trainings?

Yes, we strongly encourage everyone to attend the trainings even if they have already attended I&E Days before.

Who will be attending my legislative meeting with me?

You will be joined by others who live in your home district.

How will legislative meetings be coordinated?

Each meeting will have a designated Meeting Lead, which could be you. The meeting lead will contact you prior to I&E to discuss the structure and role of each participant. If the Meeting Lead has not contacted you yet, please contact us at Lindsay.cunningham@heart.org

Where will my legislative meetings take place?

Usually, all meetings are held in the Capitol building; however, it is undergoing a major renovation and it is not accessible at this time. While the Capitol building is under construction, meetings will occur in the Capitol Annex Swing Space, just a few blocks from the Capitol. Click here for a [map](#).

I want to attend a legislative meeting that isn't my home district. What do I do?

It is important that you attend the legislative meetings that are arranged for you based on your voting address. If there is a particular legislative meeting you would like to attend, please contact Lindsay Cunningham, at Lindsay.cunningham@heart.org.

Will there be pre-event trainings to prepare for I&E Days?

Yes! We encourage/require all attendees to participate in the following trainings to ensure that they are prepared for the legislative meetings and the entire I&E Days event. Please register and plan to attend the following pre-event training sessions:

- I&E Days Overview Session
- Social Media and I&E Days
- I&E Days Meeting Leads (attendance just for those who have signed up to organize and lead their legislative meetings)
- Legislative Basics: How the California Legislature Works and How to Conduct Effective Legislative Meetings.

These trainings will be recorded, and the recordings, along with other helpful resources, can be found on the I&E Days Event Page [here](#).

What is the dress code?

Business-like, business-casual, professional. We encourage comfortable shoes as you may do a fair bit of walking. If you have mobility issues and need assistance in planning your participation or accommodations, please contact Lindsay.cunningham@heart.org.

Will food be provided at the event?

Yes, some food will be provided. During the opening session there will be light snacks and refreshments available. On Day 2, boxed lunches will be provided on the Capitol grounds in the event tent. Other meals will be on your own.

Where should I stay?

The Tobacco Endgame Center has secured a limited hotel room block at the Holiday Inn Sacramento Downtown - Arena hotel at the state rate of \$95 /night rate, plus tax. Rooms are available on a first-come, first-serve basis, and/or until the room block is full. To use our room block, rooms must be booked through our reservation link [here](#).

Will transportation be provided to Capitol Annex Swing Space and the Capitol grounds?

From the hotel, the Capitol grounds is a 14-minute walk and a 24-minute walk to the Capitol Swing Space. Shuttle transportation is being pursued and updates will be posted to the I&E Days Event Page on the Tobacco Endgame Center's website, www.organizingtoendtobacco.org

How close is the Hotel to the Airport?

The hotel is about a 15-minute drive from Sacramento International Airport (SMF).

I have a contract with CTCP that ends on April 30, 2023. Can I use dollars from my budget through April 30 to attend I&E Days on May 8-9, 2023?

For projects with budgets that end on April 30, 2023, funds from that budget cannot be used to pay for any costs incurred after April 30, 2023, including I&E Days 2023. Booking travel in April 2023 does not count as incurring costs since travel does not begin until after your contract period ends. This includes projects funded under Competitive Grants 17-10569 and 17-10594. If you have questions about your attendance and budget, please contact your Program Consultant and Procurement Manager.

I have a contract with CTCP scheduled to begin on or after May 1, 2023. Can I use dollars from my budget beginning May 1 to attend I&E Days?

For projects with budgets that are scheduled to begin work, including travel, on May 1, 2023, or later (including Competitive Grants 22-10399 and 22-10403), may not commence work (i.e., any purchases, including travel) until the grant is fully executed. Any work or travel purchased/completed before the full execution of the grant will be deemed voluntary and cannot be reimbursed by CTCP. If you have questions about your attendance and budget, please contact your Program Consultant and Procurement Manager.

Is my project required to send participants to I&E Days?

Many CTCP projects have I&E Days listed as part of their travel. Please refer to your project's [Request for Application or Local Lead Agency Guidelines](#) to review your attendance requirements. If you have questions about your attendance and budget, please contact your Program Consultant and Procurement Manager.

I have a question not listed here, who should I contact?

Please contact Lindsay Cunningham at Lindsay.cunningham@heart.org