



Frequently Asked Questions – I&E Days 2024

What is the I&E Days event?

Capitol Information & Education (I&E) Days 2024 is an annual event for California Tobacco Prevention Program (CTPP)-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?

I&E Days will be held in person over two days at three locations: The Holiday Inn Sacramento Downtown, a Tent on the Capitol Grounds, and the Capitol Annex Swing Space.

May 28th – The Holiday Inn Sacramento Downtown – Arena

May 29th – will begin at the hotel, then move to the tent on the Capitol grounds.

Participants will go back and forth between their scheduled Legislative Meetings at the Capitol Annex Swing Space and the tent. Lunch and any down time between meetings can take place at the tent. Location and further details are covered in the FAQs below and on the I&E Days event website.

Is there a registration fee?

Yes, there is a \$100 registration fee to attend I&E Days, that will be used to cover costs associated with the event. You will be sent an invoice upon registration.

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 2024 is open to all CTPP-funded projects, partner organizations, coalition members, community groups, and others working with CTPP-funded projects.

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

While many CTPP 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 such as 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.

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 Tuesday, May 28. We understand that not everyone is able to stay overnight, and some may only be able to attend on Day 2.

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.

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:

- Capitol Information and Education Days: Overview Training ([Register](#))
- Capitol Information and Education Days: Conducting an Effective Legislative Meeting ([Register](#))
*Additional Optional Office Hours for First Timer's
- Capitol Information and Education Days Social Media: Amplifying Our Message to Decision-Makers Online ([Register](#))
- Capitol Information and Education Days: Meeting Leads on Role and Responsibilities Training ([Register](#))
- Capitol Information and Education Days: Priority Population Issues and Messaging ([Register](#))

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

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. Plan to attend or watch the recorded trainings to help you prepare. You can also schedule one on one technical assistance with one of our staff. Contact Lindsay Cunningham, at Lindsay.cunningham@heart.org. to sign up.

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

Yes, we strongly encourage everyone to attend the trainings even if they have already attended I&E Days before. 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, a breakfast will be provided at the Holiday Inn and a lunch will be provided on the Capitol grounds in the event tent. Other meals will be on your own. You are welcome to bring your own snacks or beverages.

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 \$145 /night rate, plus tax. Rooms are available on a first-come, first-serve basis, and/or until the room block is full. For more recommendations please contact Lindsay.cunningham@heart.org.

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 15-minute walk to the Capitol Swing Space.

How close is the Hotel to the Airport?

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

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 don't have a work credit card that I can take with me to the Hotel. What do I do?

Once you have made your reservation, you will need to call the hotel (916) 446-0100 and request an authorization form. The form will be emailed to you and you can select what you would like to pay for with your company card. You will need to do this soon after making your reservation and it cannot be done once you are at the hotel.

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

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