



CAPITOL INFORMATION & EDUCATION DAYS



Agenda

Day 1: Tuesday, May 28, 2024

Time	Activity	Location
2:00 p.m.	Check In and Pre-Event Meet & Greet <ul style="list-style-type: none">• Networking Prompts on the screen to promote networking• Food/Snacks	TBD
3:30 p.m.	Opening Session <ul style="list-style-type: none">• Land Acknowledgement• Welcome!	TBD
4:00 p.m.	Training <ul style="list-style-type: none">• 2024 I&E Days Messaging• Social Media• Legislative Ask	TBD
4:30 p.m.	Meeting Preparation <ul style="list-style-type: none">• Prepare for Assemblymember Meeting• Prepare for Senator Meeting	TBD
5:00 p.m.	Day 1 Concludes	





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Day 2: Wednesday, May 29, 2024

Time	Event/Activity	Location
7 a.m.	Breakfast	TBD
8:00 a.m.	Morning Session <ul style="list-style-type: none"> • Welcome/Introductions (find your colleagues) • Legislative Landscape • Featured Legislative Speaker • Messaging and “Ask” Recap 	TBD
10:00 a.m.	Legislative and Caucus Meetings at Swing Space <ul style="list-style-type: none"> • Capitol Tours (self-guided) • Sacramento self-guided walking tours • Legislative Hearings • Networking Opportunities 	TBD
12:00 p.m.	Lunch at the Tent or Hotel <ul style="list-style-type: none"> • Group Photo <u>Before</u> Lunch • Lunch at Tent • Legislative Meeting Check-In • Legislative Speaker and Advocates Speak • Thank you cards 	TBD
1:30 p.m.	Legislative & Caucus Meetings Resume Capitol Tours, Legislative Hearings, Networking, etc. <i>Refer to “what to do during downtime” handout</i>	TBD
4:30 p.m.	Regroup at Tent <ul style="list-style-type: none"> • Share stories • Complete Thank you cards • Guest speaker 	TBD
5:00 p.m.	Send-Off	TBD

**We understand that meeting times change at the last minute. If you have a meeting that conflicts with an agenda item, please prioritize your meeting.*