



# **FABBS HANDBOOK FOR BEHAVIORAL AND BRAIN SCIENCES ADVOCACY**

***118TH US CONGRESS***

# ABOUT FABBS

FABBS is a coalition of 29 scientific societies and around 60 academic departments that works to advance the sciences of mind, brain, and behavior by advocating for federal funding, informing policies and practices, and promoting expertise from our sciences to key decision makers.

FABBS represents behavioral and brain scientists before federal agencies and the Administration, on Capitol Hill, and within the broad scientific community. We do this by meeting with key policymakers, submitting testimony, arranging for brain and behavioral scientists to meet with agency and congressional staff, and participating in a range of advocacy coalitions.

## HOW WE SERVE OUR MEMBERS

- ◆ Educating federal representatives and Congress about the importance of research in the sciences of mind, brain, and behavior
  - ◆ Advocating for legislation and policy that enhance training and research
  - ◆ Publishing our scientific journal, Policy Insights into the Behavioral and Brain Sciences (PIBBS), and by honoring scientific achievement through our Early Career Awards
  - ◆ Providing sources of expertise and knowledge to federal agencies, Congress, and the media
  - ◆ Encouraging the sound use of science in the creation of public policy
  - ◆ Fostering effective interaction between agencies and organizations that fund research and the community of scientists and scientific societies
- 

## YOUR HELP

Members of Congress hold high value in hearing from their constituency. In fact, in three surveys over a 10-year span, well over 90 percent of congressional staff consistently stated that “in-person visits from constituents” would have “some” or “a lot” of influence on an undecided lawmaker. By speaking to or meeting with your congressional representative about your work, you can help us increase the recognition and utilization of the social and behavioral and brain sciences in informing policy.

There are numerous science and health-related policy issues today and our leaders need experts to assist them in tackling some of our most formidable challenges in the realm of mental and physical well being. At FABBS, we find that often, you, the scientist, can function as congressional members’ most valued resource in science-based policy making, and it is increasingly important that we show the members of our government that focusing on FABBS’ represented sciences has the potential to improve the health, well-being, and education of our citizens. The following pages are meant to be a guide to advocating for our sciences in the congressional landscape.



# DID YOU KNOW?



The 118th Congress is the most racially and ethnically diverse in United States history, with 133 members who identify as Black, Hispanic, Asian American, American Indian, Alaska Native, or multiracial.



The 118th Congress is one of the oldest Congresses, with the average age in the Senate being 63.9 years. The youngest representative is 25-year-old Maxwell Frost, the first Gen Z member of congress.



Women make up more than a quarter (28 percent) of all members of the 118th Congress - the highest percentage in U.S. history.

# DID YOU KNOW?



Members of the U.S. House of Representatives each represent a portion of their state known as a Congressional District, which averages 700,000 people.



The 118th Senate set a record for the lowest number of split-party delegations since the direct election of senators became mandatory back in 1914. Just five states—Maine, Montana, Ohio, West Virginia, and Wisconsin—have one senator who is Democrat, or an Independent aligned with the Democrats, and another who is Republican.

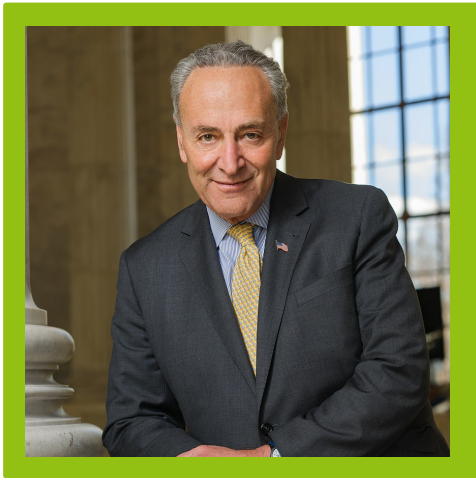


The 118th Congress has ninety-seven members who served in the military.

# CONGRESSIONAL LEADERS

Each chamber of Congress has a majority leader and minority leader, based on which party holds the most seats in each chamber. Currently, Democrats hold a slim majority in the Senate, and Republicans hold the majority - also narrow - in the House. The House also elects a speaker of the house to preside over the chamber at the start of every term.

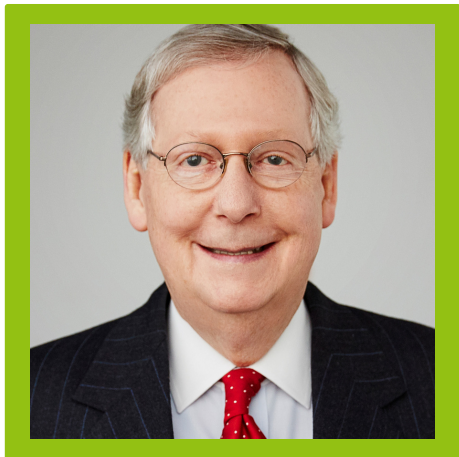
## SENATE LEADERS



*Chuck Schumer [D-NY]*

### Senate Majority Leader

The majority leader schedules business on the floor by calling bills from the calendar and keeps members of their party advised about the daily legislative program. In consultation with the minority leader, the majority leader forms unanimous consent agreements by which the Senate may limit the amount of time for debate on a measure and divide that time between the parties.



*Mitch McConnell [R-KY]*

### Senate Minority Leader

The minority leader's roles include developing the minority position, negotiating with the majority party, directing minority caucus activities on the floor, directing floor activity for the minority party, and leading floor debate for the minority party.

# HOUSE LEADERS



*Kevin McCarthy [R-CA-23]*

## **Speaker of the House**

The speaker serves as the political leader of the House of Representatives. The speaker maintains order, manages its proceedings, and governs the administration of its business. The speaker also sets the House's legislative agenda, controls committee assignments, sets the vote and work calendar, and is responsible for keeping their party members unified behind major initiatives.



*Steve Scalise [R-LA-1]*

## **House Majority Leader**

The majority leader, the second most senior official in the House, is by recent practice the day-to-day manager of business on the House floor. In concert with other elected leaders, the majority leader has also assumed responsibilities for building and managing Republican consensus on legislation. As leader of the majority party in the House, the majority leader works with the Republican Conference to set the party agenda, message, and strategy.

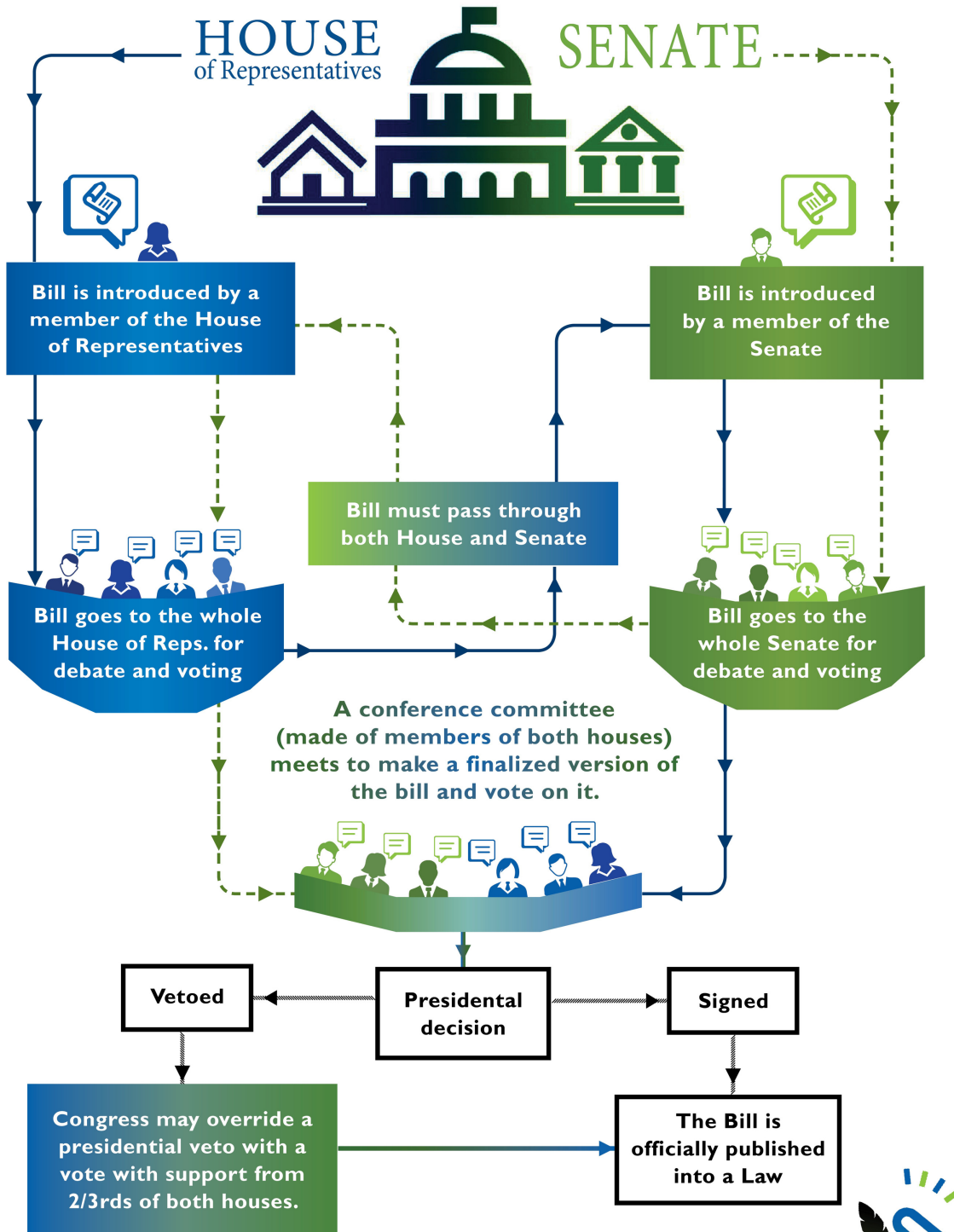


*Hakeem Jeffries [D-NY-8]*

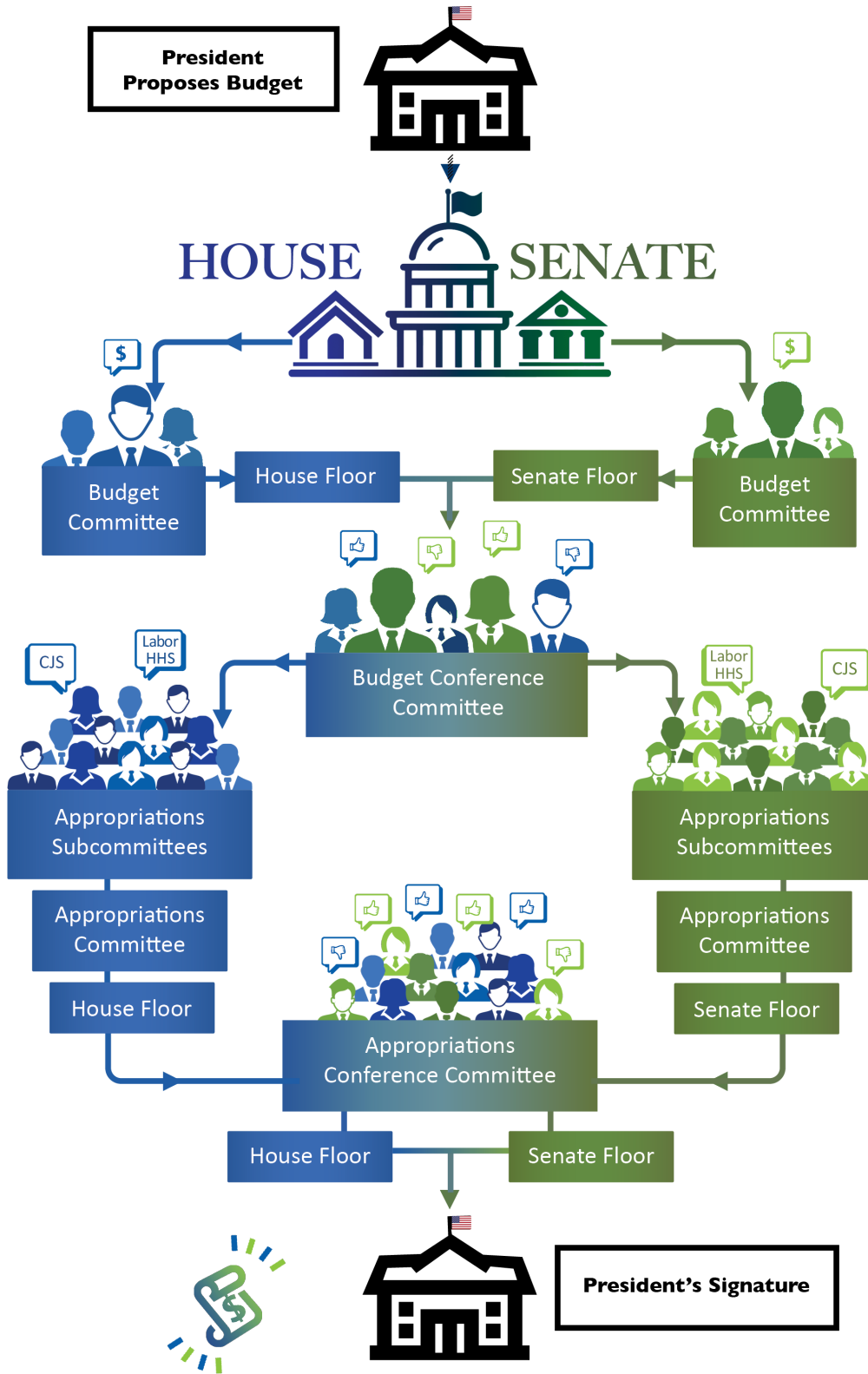
## **House Minority Leader**

The minority leader serves as the senior official for the House minority party. As leader of the minority party in the House, the minority leader works with the Democratic Caucus to set the party agenda, message, and strategy. From time to time, the minority leader appoints minority members to task forces and also has statutory responsibilities to fill positions on commissions.

# HOW A BILL BECOMES LAW



# THE BUDGET PROCESS



Appropriations subcommittees relevant to FABBS members include the Commerce, Justice, Science, and Related Agencies (CJS) Subcommittee and the Labor, Health, Human Services, and Education (Labor HHS) Subcommittee.

# CONGRESSIONAL COMMITTEES

In pursuit of developing and refining legislation, congressional members form committees and subcommittees created around different areas of policy and expertise. For this reason, it is especially important to reach members who are serving on committees related to scientific research, policy, and funding. The following pages provide information on applicable committees important to the scientific fields.

## HOUSE COMMITTEES

### House Committee on Appropriations



**Chairwoman**  
*Kay Granger (R-TX)*



**Ranking Member**  
*Rosa L. DeLauro (D-CT)*

The House Appropriations Committee is responsible for drafting legislation that funds the federal government each year. The legislation is divided up into 12 individual funding bills, each of which is designated to an individual subcommittee. These subcommittees review the President's annual budget request, hear testimony from officials and outside witnesses, and draft legislation that will fund their respective agencies for the coming fiscal year.

#### \* **Key Subcommittees for FABBS Members:**

- Commerce, Justice, Science, and Related Agencies (CJS)
- Labor, Health, and Human Services, Education and Related Agencies (Labor-H)



## KEY SUBCOMMITTEES

### House Subcommittee on Commerce, Justice, Science, and Related Agencies (CJS)



**Chairman**  
*Hal Rogers (R-KY)*



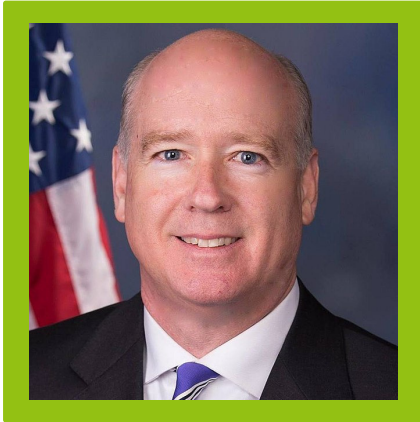
**Ranking Member**  
*Matt Cartwright (D-PA)*

The House CJS subcommittee has jurisdiction over the National Science Foundation. This subcommittee will review the annual budget request from the President, hear testimony, and draft legislation that will fund the National Science Foundation, as well as other government agencies under their jurisdiction (including the Office of Science and Technology Policy).



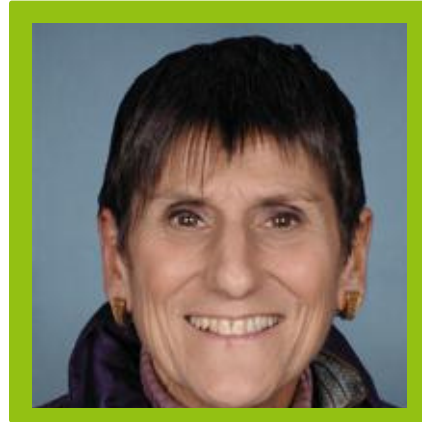
## KEY SUBCOMMITTEES

### House Subcommittee on Labor, Health, and Human Services, Education and Related Agencies (LHHS)



**Chairman**

*Rep Robert Aderholt (R-AL)*



**Ranking Member**

*Rep Rosa L. DeLauro (D-CT)*

The House LHHS Subcommittee has jurisdiction over the Department of Health and Human Services. They too will review the annual budget request from the President, hear testimony, and draft legislation that will fund the Department of Health and Human Services, as well as other government agencies under their jurisdiction.

## HOUSE COMMITTEES

### House Committee on Science, Space, and Technology



**Chairman**  
Frank Lucas (R-OK)



**Ranking Member**  
Zoe Lofgren (D-CA)

The House Science Committee has jurisdiction over the National Science Foundation, The National Aeronautics and Space Administration, the National Institute of Standards and Technology, energy and environmental research, and other scientific research and development. The House Science Committee and specifically, its Research and Technology Subcommittee, are responsible for passing the legislation that authorizes the National Science Foundation.

#### \*Key Subcommittees for FABBS Members:

- Research and Technology

## HOUSE COMMITTEES

### House Committee on Energy and Commerce



**Chairwoman**  
Cathy Rodgers (R-WA)



**Ranking Member**  
Frank Pallone (D-NJ)

The House Committee on Energy and Commerce is responsible for issues including but not limited to telecommunications, consumer protection, food and drug safety, public health and research, environmental quality, and energy policy. Agencies and commissions under this subcommittee's jurisdiction include the US Department of Energy, the Nuclear Regulatory Commission, and the Federal Energy Regulatory Commission.

## HOUSE COMMITTEES

### House Committee on Education and Labor



**Chairwoman**  
Virginia Foxx (R-NC)



**Ranking Member**  
Bobby Scott (D-VA)

The House Committee on Education and Labor has jurisdiction over Elementary and secondary education initiatives, special education, higher education programs, educational research and improvement, as well as ensuring access to quality health care for working families, equal employment opportunity, and other related initiatives. The House Committee on Education and Labor is responsible for passing the legislation that authorizes the Institute of Education Sciences.

#### \*Key Subcommittees for FABBS Members:

- Health, Employment, Labor, and Pensions (HELP)
- Higher Education and Workforce Investment
- Early Childhood Elementary and Secondary Education

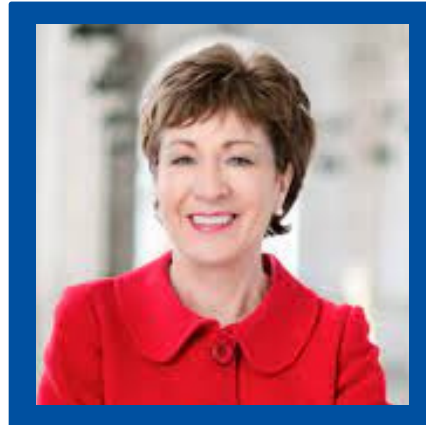
## SENATE COMMITTEES

### Senate Committee on Appropriations



**Chairwoman**

Patty Murray (D-WA)



**Vice Chairwoman**

Susan Collins (R-ME)

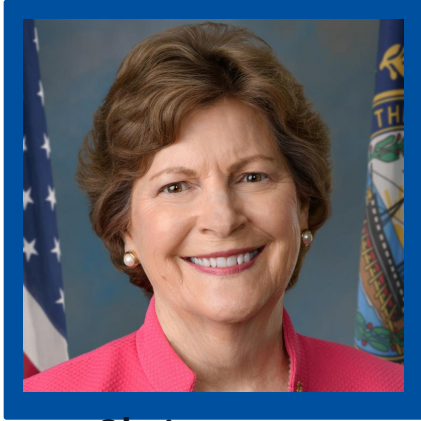
The Senate Appropriations Committee is responsible for drafting legislation that funds the federal government each year. The legislation is divided up into 12 individual funding bills, each of which is designated to an individual subcommittee. These subcommittees review the President's annual budget request, hear testimony from officials and outside witnesses, and draft legislation that will fund their respective agencies for the coming fiscal year.

\* **Key Subcommittees for FABBS Members:**

- Commerce, Justice, Science (CJS)
- Labor, Health, and Human Services, Education and Related Agencies (Labor-H)

## KEY SUBCOMMITTEES

### Senate Subcommittee on Commerce, Justice, Science and Related Agencies (CJS)



**Chairwoman**  
Jeanne Shaheen (D-NH)

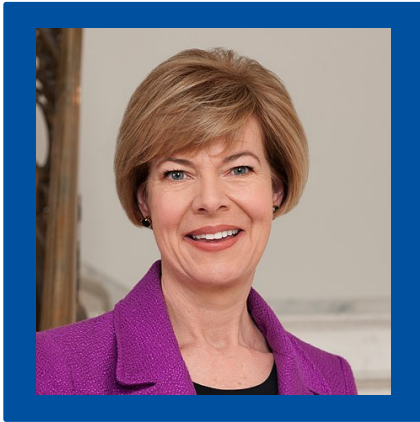


**Ranking Member**  
Jerry Moran (R-KS)

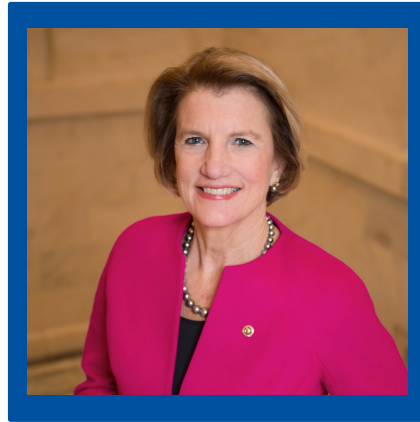
The Senate CJS subcommittee has jurisdiction over the National Science Foundation. This subcommittee will review the annual budget request from the President, hear testimony, and draft legislation that will fund the National Science Foundation, as well as other government agencies under their jurisdiction (including the Office of Science and Technology Policy).

## KEY SUBCOMMITTEES

### Senate Subcommittee on Labor, Health, and Human Services, Education and Related Agencies (Labor-H)



**Chairwoman**  
Tammy Baldwin (D-WI)



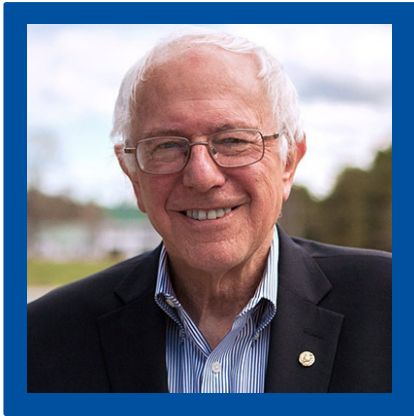
**Ranking Member**  
Shelley Moore (R-WV)

The Senate LHHS Subcommittee has jurisdiction over the Department of Health and Human Services. They too will review the annual budget request from the President, hear testimony, and draft legislation that will fund the Department of Health and Human Services, as well as other government agencies under their jurisdiction.



## SENATE COMMITTEES

### Senate Committee on Health, Education, Labor, and Pensions (HELP)



**Chairman**  
Bernie Sanders (I-VT)



**Ranking Member**  
Bill Cassidy (R-LA)

The Senate HELP Committee legislates on issues affecting the agencies within the Department of Health and Human Services, (including the National Institutes of Health), the Substance Abuse and Mental Health Services Administration, the Agency for Healthcare Research and Quality, and the Food and Drug Administration.

**\* Key Subcommittees for FABBS Members:**

- Children and Families
- Primary Health and Retirement Security



## SENATE COMMITTEES

### Senate Committee on Commerce, Science, and Transportation



**Chairman**

Maria Cantwell (D-WA)



**Ranking Member**

Ted Cruz (R-TX)

The Senate Science Committee has jurisdiction over all matters relating to science and technology, oceans policy, transportation, communications, and consumer affairs. This committee, specifically the Science and Space Subcommittee, is responsible for passing the legislation that authorizes the National Science Foundation.

**\* Key Subcommittees for FABBS Members:**

- Communications, Technology, Innovation, and the Internet
- Science, Oceans, Fisheries, and Weather

# KEY CAUCUSES FOR BEHAVIORAL AND BRAIN SCIENCES

**Mental Health:** Work in a bipartisan manner to raise the visibility for mental health reforms and find solutions to improve mental health care and delivery of services to those in need.



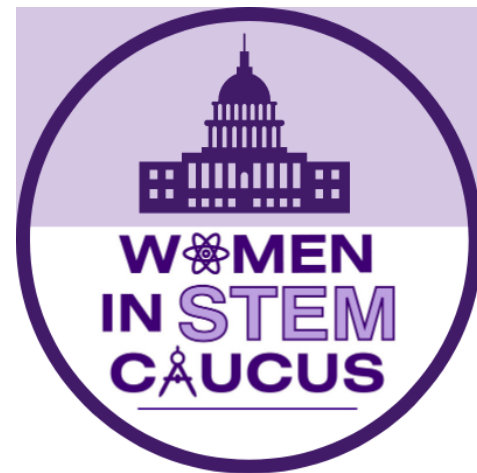
**Neuroscience:** The Congressional Neuroscience Caucus organizes events that focus on neuroscience: developing and promoting legislation that will further advance neuroscience research; sponsoring briefings and information sessions on neuroscience research and findings; collaborating with patient advocacy, physician, and research organizations to build awareness; and distributing congressional communications and information such as Dear Colleagues and Congressional Record statements.

**GRAD:** Graduate student caucus to represent their interests.



# KEY CAUCUSES FOR BEHAVIORAL AND BRAIN SCIENCES

**Women in STEM:** The Congressional Women in STEM Caucus is designed to help support and increase the number of women in the fields of science, technology, engineering, and mathematics (STEM), which builds a foundation for a diverse talent pipeline and advances innovative, groundbreaking research. The Caucus gives a permanent voice to women in the fields of STEM on Capitol Hill and encourages policy solutions that promote women and other underrepresented minorities in STEM education and careers.



**Trauma Informed Care:** The bipartisan caucus will work to increase awareness in Congress of Trauma-Informed Care (TIC), the science-based treatment framework used to address the root causes of major public health issues in the U.S. This caucus may provide information to its members, hold briefings and arrange for speakers to share evidence, research, and information concerning preventing and addressing childhood trauma and building resilience, and provide analysis of trauma-related bills that have been introduced.

# COMMUNICATING WITH CONGRESS



Meet in person with your member or their staff, in Washington or in your home district



Write to your member through postal mail or email



Engage with your member's office on social media



Call your member's office

## Sample e-mail message:

*Dear \_\_\_\_\_,*

*My name is \_\_\_\_\_. I am a constituent of Senator/Representative \_\_\_\_\_ and a scientist (describe discipline and/or name of institution). I am writing to request a brief meeting with you in your (Washington DC or local office) on (date). Specifically, I am interested in meeting with you to discuss my research activities and my interests in: (select one):*

- Name of federal funding agency such as National Science Foundation, National Institutes of Health, etc....;
- Bill number if contacting the office to ask them to consider supporting or opposing specific legislation pending before the U.S. House of Representatives or U.S. Senate;
- Discussing research relevant to the Senator/Representative's position on (name of the congressional committee);
- Share my expertise relevant to the Senator/Representative's legislative priorities or interest in (name of the disease, condition, scientific discipline, or issue (i.e. education, health, aging, etc...)).

# GUIDE TO CONGRESSIONAL STAFF

Whether you speak to a congressional staff member through phone, email, or in person, it is important to have some background information as to how that individual contributes to the office, and in turn how they may be able to help you. Below is a guide for the common positions you will find in the majority of congressional offices.

## **Chief of Staff**

The most senior staff in a member's office, the chief of staff reports directly to the member and is responsible for evaluating the political outcome of various legislative proposals and constituent requests. He or she is also in charge of overall office operations, including assigning work and supervising staff.

## **Legislative Aide /Assistant (LA) or Legislative Correspondent (LC)**

Legislative aides, assistants, and correspondents work on a portfolio of issues related to the members responsibilities and interests. LA's and LC's assist with research and accompany the member to meetings and hearings. They are also often the staff members assigned to meet with constituents and interest groups.

## **Legislative Director (LD)**

The legislative director monitors the legislative schedule and makes recommendations to the member on the pros and cons of each issue.

## **Press Secretary /**

### **Communications Director**

The press secretary builds and maintains open and effective lines of communication between the member, his / her constituency, and the general public. He / she works with both print and electronic media to promote the member's views or positions on specific issue

## **Scheduler**

The scheduler maintains the member's calendar and is responsible for allocating the member's time for hearings meetings, staff responsibilities, and constituent requests.

# GUIDE TO CONGRESSIONAL MEETINGS

## CRAFTING YOUR MESSAGE

In person meetings with members can be one of the most effective forms of advocacy, you can set up a meeting either in the members office in Washington, DC, or their home district office. The month of August is a particularly good time to set up a meeting, since many members are back in their districts during the congressional recess. No matter what approach you take in your congressional meeting, knowing ahead of time what you want to say and how to say it will make your advocacy most effective.

## THE ASK

The first thing you need to determine is what you are asking your members of Congress to do. For example, you might ask them to support increased NIH funding or to become a cosponsor on the Preventing Sexual Harassment in STEM Act. This is called your “ask” and should be front and center in your advocacy message.

## DO YOUR HOMEWORK: KNOW THE MEMBER

The best way to get to know your member is to visit their personal home pages and read their official biographies. Often these bios will provide good insights into a member's legislative priorities and accomplishments, personal interests, and political philosophies. You can access a members' personal home page via the U.S. House of Representatives home page ([www.house.gov](http://www.house.gov)) and U.S. Senate home page ([www.senate.gov](http://www.senate.gov))

## KEEP IT LOCAL

Whenever possible, try to relate your discussion to your members state or district and the people whose interests he or she was elected to represent. You can talk about the federal research dollars going to district universities, the impact of research findings on the local economy, or improvements to local programs that are the result of evidence-based policy making.

# GUIDE TO CONGRESSIONAL MEETINGS

## NOTIFY YOUR INSTITUTION

When you visit your congressional members and their staff, it is useful to let your institution's government relations office know that you are doing so. They can be a helpful resource and may also be able to assist you in scheduling a meeting. (In some cases, they will need to report your visit as a part of lobbying disclosures require to be filled by institutions that meet the criteria to be classified as a lobbying organization.)

## TELL A PERSONAL STORY

It is critical to remember in crafting a message to be received by your elected official that you have something of value to contribute. To boost your confidence, remember that you are one of the most important people they will meet with that day, because you are a constituent or you represent the concerns of their constituents. While the facts and figures of your area of research are key to the conversation, another important piece is ensuring you tell a compelling story about the impact of policy issues on individuals that the member of Congress represents. Numbers and statistics are great, but at the end of the day you want the congressional member to be able to answer the question; "so why should I care about this? How does it affect my constituents?" Developing your own personal story will help drive home your points in a more "real" way. Simply put, statistics make you credible, but stories make you memorable.

### **Here are some questions/ideas to help you develop your personal story:**

- Why did you decide to schedule a meeting in the first place?
- How do the issues you are discussing/researching impact you directly? (Do they cost you money? Do they impact your ability to do your job?)
- Do you have colleagues/research subjects (ideally those who connect to the member's district,) that can offer a compelling story?

Take a few minutes to weave these questions into a story / anecdote.

## **FRAMING: LIVES AND MONEY**

Next, you should be prepared to explain why the member of Congress should take action. You can highlight examples from your own work or other federally funded scientific research, but make sure to tie the funding to real-world problems. A particularly effective approach is to relate implications of research to: 1.) Saving or improving lives or 2.) Saving money. For example, under the first category you could touch upon implementation science as it relates to HIV medication adherence. Under the second category you could cite research that focuses on research that lead to individuals saving more for their retirement simply by making saving the default with new employment.

## **BE A RESOURCE**

In addition to telling a story, your job is to function as a resource for the congressional office. It is impossible to convey all your expertise on your area of research in a 15 minute meeting, so what you really want to convey is your breadth of knowledge about the issues you are there to discuss, as well as your breadth of knowledge regarding how the discussed issues impact those in your district/state. Because they must, by necessity, be generalists, congressional staffers are always turning to trusted outside experts to gain a better understanding. If you are an expert in your field, let your representative know you are available to answer any questions they may have. While offering to be a resource is essential and appropriate, because congressional staff members are extremely busy and may not proactively reach out to you for your expertise, feel free to proactively reach out to them on a regular basis. Specifically, consider adding the staff member(s) you meet with to your personal or institution's list serves so they can be apprised of papers you may have published, press stories that have quoted you, and important news from your institution. Taking this extra step will help ensure that staff members will remember you and, most importantly, consult you if they need your expertise. This outreach helps reinforce the positive relationship you established at your initial meeting or during your initial contact over the telephone or email.



# 10 TIPS FOR EFFECTIVE MEETING

In addition to that outlined above, follow these 10 tips to ensure you stand out among the hundreds that people that pour into congressional offices each day.



## TIP #1: ALWAYS IDENTIFY YOURSELF

Let your elected officials know how you are connected to the district or state they represent. While you may be there representing your scientific society or other affiliation, the elected officials and staff will be more likely to focus on your issues if they know how they relate to their constituents.

## TIP #2 LEAVE BEHIND MATERIALS

FABBS will provide you some basic materials about our organization, but in addition make sure to leave your business card clipped to the informational materials. Without it, elected officials and staff may not remember your affiliation.



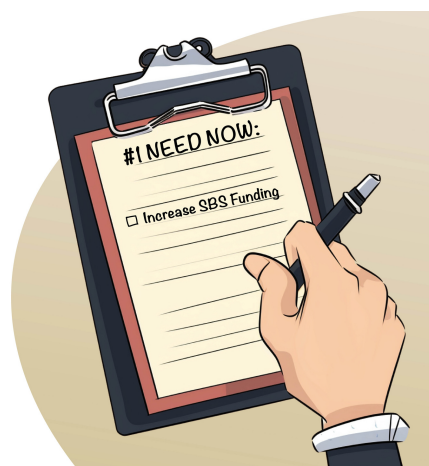
## TIP #3: BE SPECIFIC

If you enter a congressional office touting common soundbites such as “funding of the sciences is important” or “research saves lives,” you make it all the more easier for the representative to give a pro-forma response, often along the lines of, “Gee thanks! I’ll keep your views in mind!” Instead, ask your representative to do something specific related to your position. We will provide you with a one-pager with the specific budget amounts we support for federal agencies important to FABBS, so this is an example of something you could bring up.



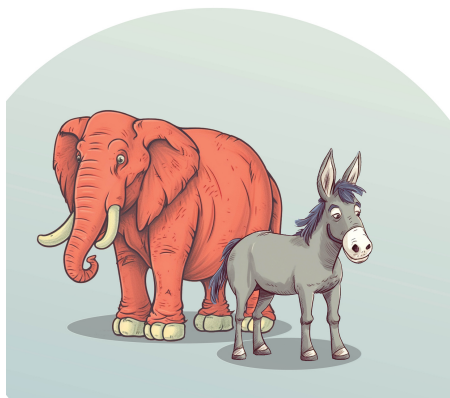
#### TIP #4: PRIORITIZE YOUR REQUESTS

If you ask for too many things without making it clear what your top priorities are, the office you're talking to may feel overwhelmed and unable to identify a few key areas on which to expend limited staff resources. Let the office know what needs the most attention in the short-term.



#### TIP #5: DON'T VILIFY YOUR OPPONENTS

Air on the side of caution when discussing opposing views; if you outwardly demonize those you disagree with, you may give the impression that you are overzealous or close-minded. Instead, try to grant credibility to opposing views. If you do so, congressional staff will be more likely to believe that you developed your position based on the careful evaluation of facts. This is not to say you should censor the passion you have about your focus area, but rather you don't want to leave staff with the impression that your stance is purely based on emotion.



#### TIP #6: BE PATIENT

You should not expect an immediate response to your comments or concerns. In many cases, the issue may be one that the member has not formed an opinion about. That said, it is perfectly appropriate to ask when you should call back to see if the member has taken a position. In fact, if you make it clear you're going to follow up, they will be far more likely to focus on your ask.



## TIP #7: BE POLITE

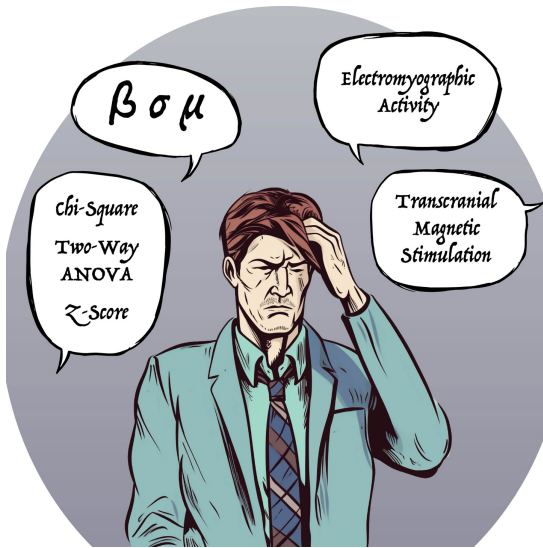
While it may seem to go without saying, in dealing with those in congressional offices, politeness and respect will get you far. Treating staffers poorly will not further your cause, and it will most likely result in an unproductive experience for both sides. It is important to keep in mind that even if you are frustrated with the government, it is not the fault of the staffer your meeting with. Do not be surprised by how young or relatively new to an issue a staff member may be. Many staff positions, especially legislative correspondents and legislative assistants in the House of Representatives are recent college graduates. Despite their youth, these staff members are smart, savvy, and are trusted by the member who employs them. Staff turnover is very high in congressional offices so anticipate that the staff members you are meeting with maybe relatively new to their portfolios.



## TIP #8: DON'T MAKE ULTIMATUMS

The statement "If they doesn't agree with me on this issue, I won't vote for them" carries little weight in a congressional office. For every person making that statement, there is often another person making that same statement on the opposing side. Congressional members know it is impossible to satisfy those who base their voting decisions on only one issue, so most offices won't bend over backwards to try.

## TIP #9: AVOID JARGON



As scientists, it is important to go into your meeting keeping in mind that the congressional member may have little to no knowledge about the scientific intricacies of your issue. While it will be necessary to educate and inform during the course of your time together, make sure what you're saying isn't going over their heads; you can do so by explaining things as efficiently and simply as you can, answering their clarifying questions, all while avoiding use of acronyms specific to your institution or research, or unnecessary knowledge and extraneous information. This will help the member focus on your research and its implications in public policy.

## TIP #10: DON'T TALK ABOUT THE CAMPAIGN WITH STAFF

Most congressional staff get very nervous when people whom they are meeting with mention the members campaign. Some staffers may even be offended. This is often because the laws against staff involvement in their members campaign and wandering into any grey area can put both the member and the staff person at risk of violating federal election laws. Penalties range from fees to jail time. In particular, any suggestion that the staff person's help on a legislative issue may translate into a big campaign contribution is strictly forbidden. It is illegal, unethical, and immoral for the office to take specific actions in exchange for campaign contributions. Such a suggestion may even make a staff person avoid helping you because they are worried it would look bad for their boss.



# SOCIAL MEDIA

You are encouraged to share your experience on the Hill on social media, whether that be by including the handle of a member of Congress in a thank-you tweet or posting photos. Congressional staffers are happy to take photos with those who come visit. While many offices prohibit taking photos inside the office itself, you may take photos next to the members nameplate just outside the office. Please remember to be positive and polite on whatever social media communications you post about a member of Congress and/or meeting. FABBS' twitter handle is @FABBS.





# NAVIGATING THE HILL

If you are unaccompanied going to a meeting in any House or Senate office building, the Capitol Police officers at the security entrance or in the hallways are usually very happy to help direct you.



There are maps on every floor located by the elevators. Each building varies by which room numbers correspond to the floors:

House **Cannon** Building—first number corresponds to floor level

House **Longworth** and **Rayburn** Buildings—second number corresponds to floor level

Senate **Russell**, **Dirksen**, and **Hart** Buildings—first number corresponds to floor level

# SECURITY ON THE HILL

All visitors to congressional office buildings must go through security. Plan ahead and leave extra time for this as there can be a wait. You never know when a tour bus will arrive moments before you. You will be required to pass your items through an X-ray machine and walk through a metal detector. You will not need to remove your shoes, but you will need to remove your coat and empty your pockets. Prohibited items are listed below, but its also a good idea to check for an updated list on the US Capitol Police's website ([www.uscp.gov](http://www.uscp.gov)) just before your visit.



Prohibited only inside the Capitol and CVC:

- Any bag larger than 18' wide x 14' high x 8.5' deep
- Aerosol containers
- Non aerosol spray (prescriptions for medical needs are permitted)
- Liquids, including water
- Food and beverage of any kind, including fruit and unopened packaged food (Capitol only)

Prohibited inside all federal buildings on The Hill, including the Capitol and the Capitol Visitors Center are as follows:

- Any pointed object, e.g knitting needles and letter openers (pens and pencils are permitted)
- Electric stun guns, martial arts weapons or devices
- Guns, replica guns, ammunition, and fireworks
- Knives of any size
- Mace and pepper spray
- Razor and box cutters
- Sealed envelopes and packages

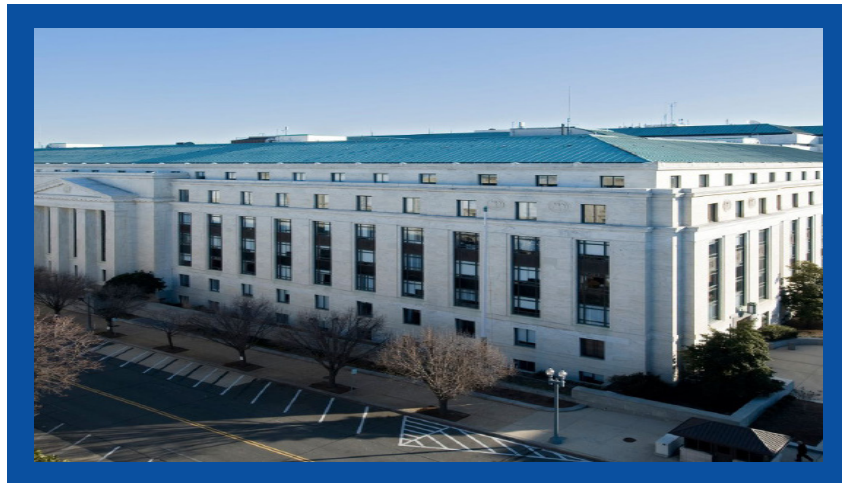


# SENATE OFFICE BUILDINGS

Senator's office buildings are located in three buildings on the Northeast side of the Capitol; Russell, Dirksen, and Hart. The Russell and Dirksen buildings are connected by stairways on each level. Food and coffee shops are located in the basement of Russell and Dirksen and on the ground floor connecting corridor between Dirksen and Hart. The closest metro stop is Union Station on the Red Line.



**Russell Senate Office Building**



**Dirksen Senate Office Building**



**Hart Senate Office Building**



# HOUSE OFFICE BUILDINGS

Members of the House of Representatives have offices in one of three buildings: Cannon, Longworth, and Rayburn, each of which are located on the south side of the Capitol. The buildings are connected by a tunnel that runs through the basement level. Cafeterias and coffee shops are located on the lower levels. The Ford building, which is a five minute walk from Rayburn, houses some committee staff. The closest metro stop is Capitol South on the blue, orange, and silver lines for all buildings except Ford, which is closest to Federal Center SW.



**Rayburn House Office Building**



**Cannon House Office Building**



**Longworth House Office Building**



Federation of Associations in  
Behavioral & Brain Sciences

For questions and concerns, please  
contact us at:

[info@fabbs.org](mailto:info@fabbs.org)

(202) 558-0868