

How do I know which building to go to?

The buildings we will visit are divided between the Senate and the House. There are 3 buildings on the Senate side: Russell, Dirksen, and Hart. The office number in each building indicates the floor and location of the office

There are 3 buildings on the House side: Rayburn, Longworth and Cannon. The office number is distinct for each building:

Rayburn – Every office is a 4 digit number, starting with the number “2” followed by the number of the floor, then ending with the office number. For example, 2362 RHOB means you are going to the Rayburn House Office Building, to the 3rd floor to room 2362.

Longworth - Every office is a 4 digit number, starting with the number “1” followed by the number of the floor, then ending with the office number. For example, 1102 LHOB means you are going to the Longworth House Office Building, to the 1st floor to room 1102.

Cannon - Every office is a 3 digit number, where the first digit is the floor, then ending with the office number. For example, 503 CHOB means you are going to the Cannon House Office Building, to the 5th floor to room 503. Note that any office on the 5th floor in Cannon is only accessible by the elevators in the middle of the long hallways. The other elevators do not go to the 5th floor.

It can take 15 minutes to walk from the House side of the Capitol to the Senate so if you are running late to a meeting, grab a taxi for the short ride.

What if I am running late to a meeting?

If you're running late to a meeting, please call ahead to the office to let them know. Congressional offices are well aware of unintended hold ups but it shows respect if you let them know you're even 5 minutes late. Call the Capitol Switchboard at 202-225-3121 and ask for any House or Senate office. The operator will connect your call to the right office where you can tell the staff person who you are, who you are, when your meeting is, and that you're running a little late.

Where can I find a cup of coffee or lunch?

Each office building has a variety of options to get a drink or eat a meal. Each option varies in the number of seats available and types of food offered (snacks or full meals). No reservations are needed.

On the Senate Side:

- **Russell Carry-Out** – Basement of the Russell Senate Office Building.
- **Dirksen North Servery** – Basement of the Dirksen Senate Office Building. This offers a wide variety of sandwiches, meals, snacks, drinks, and coffee. There is a lot of seating.
- **Dirksen South Buffet** – Lunch only – Basement of the Dirksen Senate Office Building. This offers a buffet style hot meal at a fixed price. Seating is limited.
- **Dirksen South Convenience** – Basement of the Dirksen Senate Office Building. This offers drinks, snacks, and coffee. The seating is limited.
- **The Hart Senate Chef** – Ground Floor Connecting Corridor between the Dirksen and Hart Senate Office Buildings. This is a good spot for a coffee or drink and a snack.

On the House side:

- **Longworth Café** – Basement of Longworth House Office Building. This is a very large cafeteria with a wide variety of food and drinks and lots of seating.
- **Longworth Dunkin Donuts** - Basement of Longworth House Office Building. This offers the typical coffee and pastry option with some seating.
- **Cannon Twelve** – 138A of Cannon House Office Building. This offers small meals and snacks and some seating.
- **Rayburn Café** – 2063 Rayburn House Office Building. This is a large cafeteria with a variety of food and drinks and lots of seating.

What do I do during my visits with the offices?

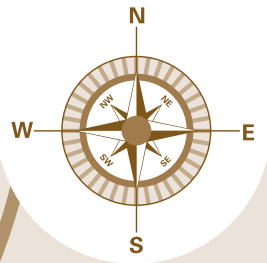
- Show up 5 minutes early to your appointment.
- Introduce yourself as a representative of the ABA, present your business card, indicated whom you are meeting with and at what time
- Be prepared to wait for 10-15 minutes in some busy offices
- Be brief – the visit will last about 15 minutes
- Ask questions and listen – that is just as important as presenting your information
- Whether you meet with a House member or a Senator or their staff – remember all are important
- Provide your materials at the end of the meeting
- Thank them for their interest and support
- Let them know you will be following up with them



**ABA HQ
121 Cannon
House Office
Building**

U.S. CAPITOL

Visitor Center



Legend

	Accessible Entrance		Elevators
	Accessible Route		Parking
	Visitor Services Shuttle		Bus Pick-Up
	Circulator Bus Stop		Bus Drop-Off
			Metro Station

