



2024 Legislative Fly-In: Frequently Asked Questions

February 28 - March 2, 2024
Washington, D.C.

Application & Selection

What is the Legislative Fly-In?

ASCE's Legislative Fly-In in Washington, DC is an intensive two-day event providing participants with professional development in honing their skills in the public policy process and advocacy peer-to-peer networking. ASCE members will have an opportunity to meet with their Members of Congress and advance the Society's collective policy priorities while learning beneficial leadership skills they can bring back to their Sections, Branches, and workplace.

The 2024 Legislative Fly-In program includes:

- Briefing sessions on key legislation active in Congress and ASCE's priority issues;
- Training on lobbying and influencing your elected leaders;
- Networking with your ASCE peers from across the country;
- Organized meetings with your Members of Congress or their staff; and
- Tips on continuing relationships with your elected officials once you return home.

The direct link to apply online to attend the 2024 Legislative Fly-In is here.

Are there any requirements to apply to attend Fly-In?

Yes. You must be an ASCE member in good-standing and be a [Key Contact](#). You must also have an interest or desire to play an active role in ASCE's public policy programs. You must be familiar and be willing to advocate for the Society's position when meeting with your Member of Congress.

Why is there an application to attend the Legislative Fly-In?

ASCE uses the application process to help the Society meet a variety of strategic priorities and government relations goals. These goals include such things as increasing the number of congressional offices ASCE members meet with during Fly-In, having at least two ASCE members from every state participate, and targeting congressional committee members who have jurisdiction over our legislative priorities and/or legislation that is active in Congress (i.e., members of the House Transportation & Infrastructure Committee or Senate Environment and Public Works Committee).

What can I do to make my Fly-In application stand out?

First, we recommend regularly taking action through our key alerts by sending the pre-drafted emails to your legislators or emailing your legislators or their staff directly. Be sure to copy govwash@asce.org if you send a personal email to congressional staff for a key alert. Second, engage in your Region's, Section's, Branch's or Younger Member group's advocacy activities.

If your local ASCE group does not engage in advocacy, consider asking your local leadership to add advocacy and government relations to their programming and leadership opportunities. We also recommend subscribing to *This Week in Washington*, a weekly digest of the topline political activities on Capitol Hill.

Last, please make sure to submit your application by the deadline of **November 17, 2023**.

Travel Awards

How can I be considered for an ASCE Government Relations travel stipend?

Unfortunately, ASCE is no longer able to provide travel stipends for airfare. However, in order to defray some travel costs, ASCE Government Relations will provide a limited number of per diem travel awards. **All remaining travel costs are the responsibility of the attendee.** Regardless of travel award status, applicants **should not purchase airfare or make hotel arrangements prior to December 15, 2023.**

Will the travel stipend cover all travel expenses?

No, if selected for a travel stipend, the travel stipends will help defray a limited amount of attendee's travel costs. **In 2024, travel awards will be limited to the \$175 per day per diem for a total of two days (\$350 total).** Attendees will be provided with a sample letter to be used to approach other sources for additional funding (your Section, Branch, employer, etc.) and requesting time off.

How do I know if I received an ASCE Government Relations travel award?

The first round of Legislative Fly-In applicants will be notified of their **acceptance and whether they've been selected for a travel award by December 15, 2023** by ASCE Government Relations staff. Additional rounds of notices will be sent via email through late December – early January as space becomes available. Travel awards will be offered to waitlisted applicants based on availability of funds.

When will I be reimbursed?

Reimbursement forms will not be issued until your participation in the Legislative Fly-In has been verified (starting after March 2, 2024). In addition to being checked-in at the event, attendees must also turn in their congressional meeting feedback forms, as well as the overall event survey. Expense checks are cut on Thursdays, and reimbursement forms must be received no later than noon the Tuesday prior to be considered for that week's check run.

Registration

When can I register to attend Fly-In?

You will receive an email from ASCE Government Relations staff letting you know you have been accepted to attend Fly-In. The acceptance email will contain instructions on how to confirm your attendance and register for the 2024 Legislative Fly-In.

If you have been selected to receive a travel award, it will be also included in your acceptance email. The email will instruct you in the next steps to accept your travel award and associated forms.

Is there a registration fee to attend the 2024 Fly-In?

To be good stewards of ASCE funds, there is a registration fee for all the 2024 Legislative Fly-In attendees, whether in-person or virtual. The fee is not required to apply, and you will not be asked to pay a fee when completing your application. Registration fees will be collected during the registration process after you have been notified of your acceptance. The fee structure will be as follows:

Main Registration Categories and Rates	Early Bird Rate By: 1/28/2024	Advanced Rate By: 2/21/2024
ASCE Member - Private Sector	\$175.00	\$195.00
ASCE Member - Public Sector and Academia	\$75.00	\$95.00
Younger Member	\$75.00	\$95.00
Student Member	\$30.00	\$50.00

Travel & Lodging

Will ASCE have a block of hotel rooms at the 2024 Fly-In?

Yes—hotels in the Washington, D.C. metro region are expensive, and between cherry blossoms blooming and other associations’ spring legislative events, the city is traditionally very busy. The main hotel room block rate will be around \$315 per night for single and double rooms plus fees. Specific information regarding booking hotel accommodation will be shared in the acceptance notices sent via email in December.

When should I book my flight or purchase a train ticket?

We strongly urge all applicants to wait to make any travel arrangements until you have received confirmation from ASCE staff starting after **December 15, 2023**.

Health & Safety

Updated as of September 26, 2023

- ASCE strongly encourages you to be fully vaccinated against COVID-19, wear masks if desired or immunocompromised, and take safety precautions to protect yourself and fellow attendees.
- Any attendee who is experiencing COVID-19 symptoms or any concerns they have been infected may not attend in-person activities, but instead should isolate in accordance with CDC protocols.
- ASCE will continue to monitor the COVID-19 Community Levels and adjust protocols as necessary.

COVID-19 Attendance Policy

Please be aware that an inherent risk of exposure to COVID-19 exists anywhere other people are present. Any person who chooses to travel to and/or participate in this conference:

- a) acknowledges that they are aware of the inherent risk of exposure to the COVID-19 virus while attending the conference;*
- b) recognizes that COVID-19 is a highly contagious disease that can lead to severe illness and death;*
- c) assumes all risks arising from their decision to attend, including but not limited to infection from other vaccinated or unvaccinated participants, hotel staff, hotel guests, or other persons; and*
- d) Waives liability against ASCE, its officers, directors, employees, agenda, contacts and volunteers for any loss, damages, or suffering related to exposure to COVID-19.*

By virtue of their attendance, all attendees agree to comply with all safety procedures established by ASCE as well as any other protocols put in place by the host sites, travel facilities, or any other applicable authorities.