

Important Information for CSD Hill Day 2026

Please review the full document for complete details, guidelines, and frequently asked questions.

Please contact Natalie Mamerow natalie@coalitionofskindiseases.org and Nina Perez nperez@woodberryassociates.com if you have any questions.

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Schedule Overview

Sunday, May 17	
4:00 p.m.	Check in begins at The Morrow Hotel
Monday, May 18	
12:00 p.m.	Name badge pick up and lunch in TBD room at The Morrow Hotel
1:00 p.m. – 5:00 p.m.	Advocacy training
6:00 p.m.	Reception in TBD room at The Morrow Hotel
Tuesday, May 19	
Attendees are required to be present for the full duration of events on Tuesday, May 19. Please book your departure at or after 5:00 p.m.	
7:00 a.m.	Shuttles leave promptly for the ADA Townhouse on the Hill <u>Please check out and bring luggage before 7:00 a.m.</u> ADA Townhouse - 137 C Street, SE in Washington, DC
7:30 a.m.	Breakfast at the ADA Townhouse
9:00 a.m. – 4:00 p.m.	Meetings with Members of Congress & Congressional Briefing
5:00 p.m.	ADA Townhouse doors locked <u>Please ensure you have all luggage before 5:00 p.m.</u>

Hotel

The Morrow Hotel Washington DC, Curio Collection by Hilton

222 M St NE, Washington, DC 20002

Meeting room: **TBD**

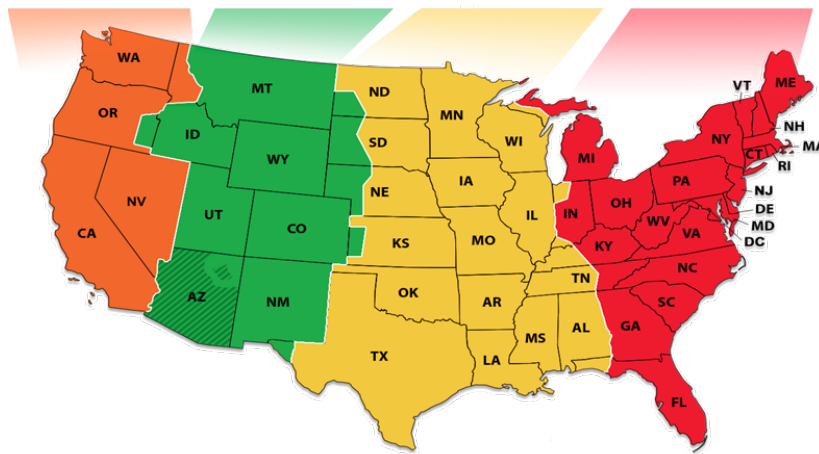
- CSD will book your stay at The Morrow Hotel Sunday, May 17 to Tuesday, May 19. The hotel will require you to provide a personal credit card at check in to cover any incidentals during your stay.
- We will share your hotel room confirmation number once we receive it from the hotel.
- If you plan to extend your stay beyond these dates, kindly note that additional nights will need to be arranged on your own.

Transportation

- You are responsible for booking your own flight by **April 17**. The closest airport is DCA.
 - Attendees are required to be present for the full duration of events on Tuesday, May 19. Please book your departure at or after 5:00 p.m.
 - You will need to arrange your own transportation to and from the Morrow Hotel (222 M St NE, Washington, DC 20002).
 - From the airport, taxis and rideshares (e.g., Uber) are available outside baggage claim and are similarly priced. You can also take the Metro from Ronald Reagan Washington National Airport:
 - Follow signs to the Metro station in the airport
 - Take the Yellow Line toward Mount Vernon Square
 - Transfer at Gallery Place/Chinatown station to the Red Line toward Glenmont
 - Exit at NoMa–Gallaudet U station
 - Walk ~3 minutes to the hotel
 - Tip: Use your phone’s maps app for step-by-step Metro directions.

Reimbursements

- The CSD will provide stipends depending on the patient advocate's region up to:
 - Pacific/Mountain = \$750/person
 - Central/Midwest = \$650/person
 - Eastern = \$450/person
 - DC/Locals = \$200/person



- Please submit your reimbursement form and receipts to nperez@woodberryassociates.com by **June 5**. Download the reimbursement form [here](#).
- Permitted expenses include:
 - Flight (economy airfare only) or train ticket
 - Taxi, ride share or public transportation to and from the airport
 - Parking
- The CSD will book and cover the cost of a hotel room for you to check in on Sunday, May 17 and check out Tuesday, May 19 at The Morrow Hotel. **If you plan to extend your stay beyond these dates, kindly note that additional nights will need to be arranged on your own.**
- We are covering lunch and a light dinner on Monday, as well as breakfast and lunch on Tuesday. Additional meals, snacks or beverages are not reimbursable.
- Expenses not listed above are ineligible for reimbursement without prior approval.

Attire

- Wear comfortable shoes, as you'll be walking frequently between office buildings, both indoors and outdoors across several blocks.
- Please wear comfortable but professional attire.
 - D.C. is warm and humid in May, so dress in layers to stay comfortable both outside and in air-conditioned spaces.
 - Underground tunnels connect many of the office buildings and can help you stay indoors while also avoiding multiple security checks. The tunnels can be difficult to navigate, so we recommend using them with an experienced advocate.
 - Alternatively, you can walk outside to get to another building. Keep in mind that entering each office building from the outside requires a security check.

Capitol Hill Security

- Please build time into your agenda for getting through security; each Senate and House office building requires a security check if you're entering from outside the building.
- Be prepared for possible long lines as there is heightened security at Senate and House office buildings.
- Bags must not exceed a size of 18" wide x 14" high x 8.5" deep (larger ones are allowed to accommodate medical needs).
- Liquids and food are prohibited in the U.S. Capitol Building but are generally allowed in the Senate and House Office Buildings. Bring an empty water bottle to fill on-site after going through security.
- [List of prohibited items](#). Questions: [Office of Congressional Accessibility Services](#) at 202-224-4048.

Capitol Hill Health Units

House:

- Cannon House Office Building – Room 110
- Longworth House Office Building – Room 1204
- Rayburn House Office Building – Room G-2050

Senate:

- Hart Senate Office Building – Room 124
- Russell Senate Office Building – Room SR-B80 (basement)

Accessible Entrances

- Cannon House Office Building
 - entrance on C Street, SE, west of the First Street intersection
- Longworth House Office Building
 - main entrance, Independence and New Jersey Avenues
 - South Capitol Street entrance
- Rayburn House Office Building
 - horseshoe drive off South Capitol Street or entrance on Independence Avenue

- Dirksen Senate Office Building
 - First and C Street entrance
- Hart Senate Office Building
 - Second Street entrance or Constitution Avenue entrance
- Russell Senate Office Building
 - Delaware entrance on ground level closest to Constitution Avenue
- [More information](#)

Room Number and Office Buildings

- House Office Buildings – Cannon, Longworth, and Rayburn
- **Cannon**
 - Rooms in this building have only three numbers (ie. Room 268).
 - The first number indicates the floor (ie. Room 268 is on the second floor).
- **Longworth**
 - Rooms in this building have four numbers, all of which begin with a “1” (ie. Room 1204, Room 1426).
 - The second number indicates the floor (ie. Room 1204 is on the second floor, while Room 1426 is on the fourth floor).
- **Rayburn**
 - Rooms in this building have four numbers, all of which begin with a “2” (ie. Room 2355, Room 2402).
 - The second number indicates the floor (ie. Room 2355 is on the third floor, while Room 2402 is on the fourth floor).

