1. This email is being sent to you because you registered for RN Day 2016.

2. For information about traveling to and from Sacramento; airport location and information; overnight accommodations; directions to & from the event and around Sacramento; parking garages near event; dining around the Capitol; and a few of Sacramento’s sights - please follow the link [http://www.zeemaps.com/map?group=333623&x=-121.4872&y=38.6330&z=5](http://www.zeemaps.com/map?group=333623&x=-121.4872&y=38.6330&z=5).

3. It is **highly encouraged** that participants schedule a ‘**meet and greet**’ (even if there is not an issue or bill to discuss) with their local representatives while in attendance at this event.

4. **Who are my Legislators?** You have 2 at the state level: use your home ZIP code and visit [http://findyourrep.legislature.ca.gov](http://findyourrep.legislature.ca.gov) where you can identify both: Assembly & Senate.

5. **Please schedule your “meet and greet” in the afternoon since the classroom portion of the program is in the morning.** Use the contact information along with a worksheet and tips to set up a meeting. **Please do not wait** to schedule an appointment! Schedulers like to have as much notice as possible and with the various committee meetings, etc. there may only be a small window that can be scheduled and you will want to be first on the list. You will only need 5-10 minutes of their time. If you have an issue you would like to discuss than you want to ask for 15-20 minutes. **Don’t wait!** Read the attached information and make the call!

6. **Business attire should be worn.** Participants will be exploring the Capitol, speaking with their representatives and attending committee hearings.

7. **Registration** for the program begins at 7:45 am at Chicory Coffee ([across from the Capitol at 1131 11th Street](#)) for complimentary breakfast to go. You will receive an event packet and walk over to the **Capitol Room #4202.**

Please come early for registration! If you’re running late, go directly to the Capitol, Room 4202.
8. Nurses wanting **Contact Hours** must include their RN license number when **signing in**. Nurses will also need **signing out** of the program at the ANA\C office at the end of the day. Continuing education hours are based on participation hours and 4 units are offered for the morning classroom session and another 2 units for the afternoon. To receive full credit, participants must fill out and return to the ANA\C office the “**Capitol Treasures**” worksheet and a **completed program evaluation**.

9. For **Certificate of Completion** you will need to fill out and return the **Capitol Treasures worksheet** and a **completed program evaluation** to the ANA\C office at the end of day.

10. You will receive a complete **event package** upon sign in, with program material, presentation handouts, goals, objectives, speaker information, a map of the Capitol and Capitol grounds.

11. Representatives and different political figures have been notified of your attendance and may stop by at any time during the program to introduce themselves, and possibly say a word or two. We apologize if this interrupts the program but we welcome the interruption.

12. You will receive **Agenda** on the day of the event. Committee schedules change without notice so your flexibility throughout the program would be appreciated.

13. ANA\C office is located at **1121 L Street, Suite 406** on the corner of 12th Street & L Street directly across from the Capitol, North side. Enter our building from L Street and take the elevators to 4th floor. Should you need any further assistance you can ask Senator Security. ANA\C phone number is **(916) 346-4590** and we will direct you.