2027 Session Legislator Orientation

Agenda

Wednesday, November 11th		
TIME	**EVENT**	**LOCATION**
7:00 - 9:00 am	**Required Legislator Photos – Today ONLY**	Room 154
8:00 – 9:00 am	**Coffee & Light Refreshments**	Snack Bar
9:00 am – 12:00 pm	**Senate & House Caucuses** Election of Leadership	House Chamber (House R) Room 317 (Senate R) Room 303 (House D) Room 405 (Senate D)
12:00 - 1:00 pm	**Lunch**	Caucus Rooms
1:00 - 1:45 pm	**Intro to Mentor Groups**	Mentor Group Rooms *(See name badge)*
2:00 - 3:00 pm	**IT Essentials**	Room 317
2:30 pm	**2025-2026 Legislative Council Photo**	Rotunda
3:00 – 5:00 pm	**Required Legislator Photos – Today ONLY**	Room 154
All Day	**Get What You Need – Checklist Items**	Room to Roam
	Official Business Tools – Senate & House Set up e-signatures, business cards, badges, Page applications, Housing List, Committee preference form support, etc.	3rd Floor: Senate tables in Fan Window House tables in Chamber Anteroom
	Capitol Tours Find bathrooms, offices, nooks, crannies	Information Desk (Middle of 1st floor)
	Technology Support Set up Teams, email, Wi-Fi, and configure devices	Room 335
	Payroll Support	Information Desk (Middle of 1st floor)
	Financial Office Open House	Old Board of Health Building
	General Questions Policy / Fiscal / Audit	First Floor
6:00 pm	**Legislator Dinner**	

Thursday, November 12th		
TIME	**EVENT**	**LOCATION**
7:30 - 8:30 am	**Coffee & Light Refreshments**	Snack Bar
8:30 - 9:00 am	**Legislative Division Introductions** • Legislative Services Executive Director • Legislative Fiscal Analyst • Legislative Auditor • Secretary of the Senate • Chief Clerk of the House	House Chamber
9:15 - 10:00 am	**Legislative Ethics**	House Chamber
10:15 - 11:00 am	**Public Records**	House Chamber
11:15 am - 12:00 pm	**Bill Drafting 101**	House Chamber
12:00 - 1:00 pm	**Lunch**	Rotunda
1:00 - 1:45 pm	**Legislative Audit Division Presentation**	House Chamber
2:00 - 2:45 pm	**Drilling Down on Bill Draft Preparation**	Mentor Group Rooms *(See name badge)*
3:00 - 3:45 pm	**Committee Basics**	Mentor Group Rooms *(See name badge)*
All Day	**Get What You Need – Checklist Items**	Room to Roam
	Official Business Tools – Senate & House Set up e-signatures, business cards, badges, Page applications, Housing List, Committee preference form support, etc.	3rd Floor: Senate tables in Fan Window House tables in Chamber Anteroom
	Capitol Tours Find bathrooms, offices, nooks, crannies	Information Desk (Middle of 1st floor)
	Technology Support Set up Teams, email, Wi-Fi, and configure devices	Room 335
	Payroll Support	Information Desk (Middle of 1st floor)
	Financial Office Open House	Old Board of Health Building
	Insurance, Healthcare, and Retirement	Information Desk (Middle of 1st floor)
	General Questions Policy / Fiscal / Audit	First Floor

Friday, November 13th		
TIME	**EVENT**	**LOCATION**
8:00 - 8:45am	**Coffee & Light Refreshments**	Snack Bar
9:00 - 9:45am	**Surviving and Thriving Your First Session**	Mentor Group Rooms *(See name badge)*
10:00 - 10:30am	**Floor Session 101**	House and Senate Chambers
10:45 - 11:45 am	**IT Essentials**	Room 317
8:00 am – 12:00 pm	**Get What You Need – Checklist Items**	Room to Roam
	Official Business Tools – Senate & House Set up e-signatures, business cards, badges, Page applications, Housing List, Committee preference form support, etc.	3rd Floor: Senate tables in Fan Window House tables in Chamber Anteroom
	Capitol Tours Find bathrooms, offices, nooks, crannies	Information Desk (Middle of 1st floor)
	Technology Support Set up Teams, email, Wi-Fi, and configure devices	Room 335
	Payroll Support	Information Desk (Middle of 1st floor)
	Financial Office Open House	Old Board of Health Building
	Insurance, Healthcare, and Retirement	Information Desk (Middle of 1st floor)
	General Questions Policy / Fiscal / Audit	First Floor