

Legislative, Advocacy, Communication, and Media Training and Publications

We help you
understand
Washington
and Congress.™



About TheCapitol.Net

Teaching how Washington and Congress work.™

For more than 40 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been training professionals from government, military, business, and NGOs on the dynamics and operations of the legislative and executive branches and how to work with them.

Our training and publications include congressional operations, legislative and budget process, communication and advocacy, media and public relations, research, testifying before Congress, legislative drafting, critical thinking and writing, and more.

TheCapitol.Net encompasses a dynamic team of more than 150 faculty members and authors, all of whom are independent subject matter experts and veterans in their fields. Faculty and authors include senior government executives, former members of Congress, Hill and agency staff, editors and journalists, lobbyists, lawyers, nonprofit executives, and scholars.

We have worked with hundreds of clients across the country to develop and produce a wide variety of custom, on-site training programs.

All courses, seminars, and workshops can be tailored to align with your organization's educational objectives and presented on-site at your location.

TheCapitol.Net is on the GSA Schedule, 874-4, for custom on-site training:
GSA Contract GS02F0192X.

TheCapitol.Net has more than 2,500 clients representing congressional offices, federal and state agencies, military branches, corporations, associations, news media, and NGOs nationwide.

TheCapitol.Net is a non-partisan firm.

Our blog: [Hobnob Blog](#)—hit or miss ... give or take ... this or that ...



TheCapitol.Net

Non-partisan training and publications that show how Washington works.™

PO Box 25706, Alexandria, VA 22313-5706

202-678-1600 • www.thecapitol.net



Courses approved for CEUs from George Mason University



GSA Contract GS02F0192X

Catalog Contents

2 Courses and Training

- 2 Congressional Briefing Conference: Capitol Hill Workshop
- 3 Capitol Hill Executive Briefing
- 4 Advocacy and Communication
- 6 Congressional Operations: How Congress Works
- 8 Federal Budgeting
- 10 Hill Workshops and Special Programs
- 12 Legislative Drafting Workshop
- 13 Media Training
- 14 National Security and Intelligence
- 15 Professional Development Workshops
- 16 Research Workshops
- 17 The Executive Branch
- 18 Working with Congress and Congressional Staff
- 20 Writing Workshops
- 22 Information for Government Agencies

24 Custom, On-Site Training

28 Capitol Learning Audio Courses™

29 Publications

34 Select Clients

36 Faculty and Authors

38 Policies

40 Capability Statement

Copyright ©2019 by TheCapitol.Net
All Rights Reserved.

PO Box 25706, Alexandria, VA 22313-5706
202-678-1600 www.TheCapitol.Net

**Our current catalog can always
be found at TCNCatalog.com**

We help you understand
Washington and Congress.™

Congressional Briefing Conference: Capitol Hill Workshop

» Congressional decision-making is driven by politics, policy, and process. This engaging multi-day workshop and seminar on legislative operations provides the full Capitol Hill experience as our Washington-based experts focus on these 3 P's. They discuss the policymaking process and the legislative agenda, help you understand the congressional budget process, and demystify the culture of the U.S. Congress.

This Congressional Briefing Workshop is designed for executives, federal employees GS-13 and above, military officers, supervisory personnel, and Leadership Development participants, to meet these leadership competencies: Strategic Vision, Planning and Quality; Identifying/Integrating Key Issues; Setting Work Priorities; Balancing National/Local Interests; Problem Anticipation/Adjustment; Managing Budgetary Processes; and Senior Level Communication.

Offered every September in DC; for dates, agenda, and secure online registration, see TCNCBC.com.

For information about custom, on-site workshops, see CLCHW.com.



Approved for CEUs from
George Mason University.



Available as custom
training program on
GSA Advantage,
Contract GS02F0192X.



Capitol Hill Executive Briefing



Designed to provide leaders and executives from a single organization with a solid understanding of Congress and executive branch agencies, and strategies that work to further legislative goals. This Briefing is tailored for your organization's specific needs.

Offered as a custom, on-site program: see TCNCHEB.com.



The **Capitol Hill Executive Briefing** and our **Congressional Briefing Conference—Capitol Hill Workshop** and any combination of topics can be tailored for custom on-site training for your organization.

We have tailored these courses for attorneys, program analysts, budget analysts, military officers, scientists, SES, engineers, policy staff, and others.

For more information about how these programs can be tailored for you, see CLCHW.com.

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600



Advocacy and Communication



Our advocacy and communication courses are for anyone who wants to develop and write an effective message, while exploring the best methods for delivery.

Our writing courses are designed for all staff who want to improve their writing, including agency staff who want to improve their writing and comply with the Plain Writing Act and Executive Orders 12866, 12988, and 13563.

Links to our Advocacy and Communication courses can be found on our web site, and directly at TCNANC.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

» Strategies for Working with Congress

Effective Communication and Advocacy on Capitol Hill

Build relationships with those who can make or break your efforts.

TCNSWC.com

» Effective Briefings

The Art of Persuasion

How to explain, advocate, and present facts and ideas in a convincing manner.

TCNEEB.com

» Writing to Persuade

Hone Your Persuasive Writing Skills

Designed for anyone who must persuade others using the written word.

TCNWTP.com

» Drafting Federal Legislation and Amendments

A “how to” program for anyone who drafts or reviews federal legislation.

Offered every September in DC; for dates, agenda, and secure online registration, see

TCNDL.com

» Speechwriting

Preparing Speeches and Oral Presentations

TCNSW.com

» Advanced Legislative Drafting

A hands-on workshop.

TCNLDW.com

» Testifying Workshop

Our Testifying Workshop provides an introduction, overview, tips, procedures, and an advanced practicum.

TCNTW.com



» Media Relations for Public Affairs Professionals

How to develop your message, press release, media kit, and communication plan.

TCNMR.com

» Advanced Media Relations Workshop

Crisis communication, social media, tracking and analytics, and preparing for interviews.

TCNMR.com

» Congressional Oversight and Investigations

How to prepare for congressional oversight or investigation.

TCNCOI.com

» Writing for Government and Business: Critical Thinking and Writing

How to Compose Clear and Effective Reports, Letters, Email, and Memos

Designed to improve writing skills and style.

Offered every April and September in DC; for dates, agenda, and secure online registration, see

TCNWW.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract **GS02F0192X**.

thecapitol.net
202-678-1600

Congressional Operations: How Congress Works



Our congressional operations courses and workshops can help anyone better understand U.S. congressional and executive leadership, how a bill becomes law, how Congress really works, and how Congress interacts with the White House, federal agencies, and the media.

Links to our Congressional Operations courses can be found on our web site, and directly at TCNCO.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

» Congressional Briefing Conference: Capitol Hill Workshop Congressional Operations Briefing and Seminar

The definitive overview of how Congress works.

Offered every September in DC; for dates, agenda, and secure online registration, see

TCNCBC.com

» How to Find, Track, and Monitor Congressional Documents

Learn how the pros find and work with congressional documents.

TCNFTM.com

» Understanding Congressional Budgeting and Appropriations

Get a clear, practical overview of the congressional budget process.

TCNUCBA.com

» Drafting Federal Legislation and Amendments

A “how to” program for anyone who drafts or reviews federal legislation.

Offered every September in DC; for dates, agenda, and secure online registration, see

TCNDL.com

» Congressional Oversight and Investigations

How to prepare for congressional oversight or investigation.

TCNCOI.com

» Congressional Dynamics and the Legislative Process

How Congress really works: in practice, not in theory.

TCNCDLP.com



» Advanced Legislative Drafting

A hands-on workshop.
TCNLDW.com

» Advanced Legislative Procedure

Rules, procedures, and strategies to shape and impact legislation.
TCNALP.com

» The New Congress

Overview of the new leadership and new Congress.
TCNNC.com

» Congress in a Nutshell Understanding Congress

Get an overview of Congress and congressional leadership.
TCNUC.com

» Update on Congress

A look ahead at the second session.
TCNUOC.com

» Testifying Workshop

Our Testifying Workshop provides an introduction, overview, tips, procedures, and an advanced practicum.
TCNTW.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Federal Budgeting

Federal Budget Process

Congressional Budget Process

President's Budget



Our courses help you understand the congressional and federal budget process, and the difference between authorizations and appropriations.

Links to our Federal Budgeting courses can be found on our web site, and directly at TCNFB.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

» Understanding Congressional Budgeting and Appropriations

Get a clear, practical overview of the congressional budget process.

TCNUCBA.com

» Advanced Federal Budget Process

Current Budget Politics and the Federal Budget Process

Gain an in-depth understanding of the budget process.

TCNAFBP.com

» Budget Formulation, Justification, and Execution

How agency staff can better their skills formulating, justifying, and executing their budgets.

TCNBF.com

» The Defense Budget

An overview of the Defense budget.

TCNDB.com

» The President's Budget

An overview of the President's budget and the "big picture" of federal spending.

TCNPB.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600



Hill Workshops and Special Programs



Programs for every Washington professional: PACs, Hill Workshops, annual and biennial programs.

A comprehensive overview of congressional operations, public and foreign policy, executive budget review, and Capitol Hill. You'll also find out how the White House, agencies, and OMB work with Congress.

Links to our Hill Workshops and Special Programs can be found on our web site, and directly at TCNHW.com.

For information about custom, on-site training, see TCNCustom.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

»» Congressional Briefing Conference: Capitol Hill Workshop Congressional Operations Briefing and Seminar

The definitive overview of how Congress works. Offered every September in DC; for dates, agenda, and secure online registration, see TCNCBC.com

»» The New Congress

Overview of the new leadership and new Congress. TCNNC.com

»» Capitol Hill Executive Briefing

For executives and leaders who must rapidly get up to speed on the current Congress and legislative and regulatory environment. TCNCHEB.com

»» Capitol Hill Workshop: Election

Intensive multi-day course following each biennial election. TCNCHWE.com

»» Essential Washington Research Skills

How to find, track, and monitor congressional documents; research and compile legislative history; legal research; and research regulations and rulemaking. TCNResearch.com

»» Update on Congress

A look ahead at the second session. TCNUOC.com



» Defense Capitol Hill Workshop

Focus on Navy, Army,
Air Force, Marines, DoD.
TCNCHWD.com

» How America Governs

An overview of
American governance.
TCNHAG.com

» White House Workshop: Players, Politics, and Policy

The definitive overview of how the White House, the Cabinet, federal agencies, and OMB interact with each other, Congress, the media, and the public.

WhiteHouseWorkshop.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Legislative Drafting Workshops



Our Legislative Drafting Workshops consist of separate courses, including an introduction to drafting legislation, and a workshop where attendees review rules and styles, draft and amend legislation, and get feedback from an experienced drafter.

Links to all of our Legislative Drafting Workshops can be found on our web site, and directly at TCNLDW.com.

For information about custom, on-site training, see TCNCustom.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.



» Drafting Federal Legislation and Amendments

A “how to” program for anyone who drafts or reviews federal legislation.

Offered every September in DC; for dates, agenda, and secure online registration, see

TCNDL.com

» Advanced Legislative Drafting

A hands-on workshop.

TCNLDW.com

Also see our

Writing Workshops

page 20.

WordWorkshop.com

Media Training



Learn how to work with the media as part of an ongoing education and advocacy strategy.

Links to our Media Training can be found on our web site, and directly at TCNMR.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.



» Media Relations for Public Affairs Professionals

How to develop your message, press release, media kit, and communication plan.

TCNMR101.com

» Advanced Media Relations Workshop

Crisis communication, social media, tracking and analytics, and preparing for interviews.

TCNAMR.com

» Speechwriting Preparing Speeches and Oral Presentations TCNSW.com

» Effective Briefings The Art of Persuasion

How to explain, advocate, and present facts and ideas in a convincing manner.

TCNEB.com

» Testifying Workshop

Our Testifying Workshop provides an introduction, overview, tips, procedures, and an advanced practicum.

TCNTW.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

National Security and Intelligence



The Intelligence & Security Academy® offers its courses to individual enrollment through its OpenAcademy.

Links to National Security and Intelligence courses can be found on our web site, and directly at TCNNS.com.

Courses include:

- » **Homeland Security Intelligence**
- » **National Security Policy Process**
- » **Intelligence and the Law**
- » **Intelligence Collection**
- » **Analyst Training: Writing Analysis; Preparing Briefings**
- » **Countering Terrorism Finance**
- » **Counter Terrorism: Actionable Intelligence**



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.



Professional Development Workshops



Our professional development courses and workshops can help you get better job reviews and performance evaluations, and prepare you for greater responsibilities.

Links to Professional Development Workshops can be found on our web site, and directly at TCNPDW.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

» Writing for Government and Business

Critical Thinking and Writing

How to compose clear and effective reports, letters, email, and memos.

Offered every September in DC; for dates, agenda, and secure online registration, see

TCNWW.com

» Effective Briefings

The Art of Persuasion

How to explain, advocate, and present facts and ideas in a convincing manner.

TCNEB.com

» Business Etiquette

Keys to Professional Success

Tips and techniques for building a professional wardrobe, working a room, and networking.

TCNPDW.com

» Research Tools and Techniques for Analysts

Refining Your Online and Offline Research

What to do when you're told, "Find out about this!"

TCNRT.com

» Keys to Effective Presentations

Invigorate Your Delivery and Increase Your Confidence

How to deliver a memorable presentation.

TCNPDW.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Research Workshops



Learn the research skills every Washington and Hill professional must have.

Legislative ~ Judicial ~ Regulatory ~ Factual

Gain real-world research skills you can put to use immediately in Washington. Find out how to use professional print and online resources for legislative, legal, and regulatory research.

Links to Research Workshops can be found on our web site, and directly at ResearchWorkshops.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

» Research Tools and Techniques for Analysts

Refining Your Online and Offline Research

What to do when you're told, "Find out about this!"

TCNRT.com

» How to Research and Compile Legislative Histories

Searching for Legislative Intent

How to research, compile, and analyze the legislative history of federal laws and statutes.

TCNRLH.com

» How to Find, Track, and Monitor Congressional Documents

Going Beyond Congress.gov

Save time and money.

TCNFTM.com

» How to Research Regulations and Rulemaking

Learn how to find and use administrative rules and regulations.

TCNResearch.com

» Fundamentals of Federal Legal Research

How to find and use cases, statutes, rules, and regulations.

TCNResearch.com



The Executive Branch



How the White House and OMB work with agencies and Congress. Learn about executive branch operations, including the regulatory process, the President's budget, and responding to congressional inquiries.

Links to Executive Branch courses can be found on our web site, and directly at TCNTEB.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

» Understanding the Regulatory Process

Working with federal regulatory agencies.
TCNRP.com

» Budget Formulation, Justification, and Execution

How agency staff can better their skills formulating, justifying, and executing their budgets.
TCNBF.com

» The President's Budget

An overview of the President's budget and the "big picture" of federal spending.
TCNPB.com

» The Defense Budget

An overview of the Defense budget.
TCNDB.com

» Congressional Oversight and Investigations

How to prepare for congressional oversight or investigation.
TCNCOI.com

» How America Governs

An overview of American governance.
HowAmericaGoverns.com

» White House Workshop: Players, Politics, and Policy

The definitive overview of how the White House, the Cabinet, federal agencies, and OMB interact with each other, Congress, the media, and the public.
WhiteHouseWorkshop.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Working with Congress and Congressional Staff



Congressional Testimony ~ Working with Staff ~
Advocacy and Educational Campaigns ~ Drafting Legislation

If you must work with members of Congress or congressional staff in person or through advocacy efforts, we have training that shows you what works and what doesn't, what to do and don't do, and more.

Links to these courses can be found on our web site, and directly at **TCNWWC.com**.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

»» Strategies for Working with Congress Effective Communication and Advocacy on Capitol Hill

Build relationships with those who can make or break your efforts.

TCNSWC.com

»» Drafting Federal Legislation and Amendments

A "how to" program for anyone who drafts or reviews federal legislation.

Offered every September in DC; for dates, agenda, and secure online registration, see

TCNDL.com

»» Congressional Briefing Conference: Capitol Hill Workshop Congressional Operations Briefing and Seminar

The definitive overview of how Congress works.

Offered every September in DC; for dates, agenda, and secure online registration, see

TCNCBC.com

»» Testifying Workshop

Our Testifying Workshop consists of separate courses providing an introduction, overview, tips, procedures, and advanced practicum.

TCNTW.com

»» Capitol Hill Workshop: Election

Intensive multi-day course following each biennial election.

TCNCHWE.com

»» Defense Capitol Hill Workshop

Focus on Navy, Army, Air Force, Marines, DoD.

TCNCHWD.com

»» Advanced Legislative Drafting

A hands-on workshop.

TCNLDW.com



» The New Congress

Overview of the new leadership and new Congress.

TCNNC.com

» Update on Congress

A look ahead at the second session.

TCNUOC.com

» PAC Workshop

Maximize your impact and stay out of trouble.

TCNWWC.com

» Using Grassroots, Coalitions, and the Media to Get Your Message Heard

Washington Advocacy and Education Campaigns

TCNWWC.com

» Congressional Oversight and Investigations

How to prepare for congressional oversight or investigation.

TCNCOI.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Writing Workshops



Courses to help you write clearly and persuasively.

Communication skills are the keys to efficient and effective operations in business and government. New employees should brush-up on their basic written communication and plain English skills, while experienced professionals, burdened by the additional workload caused by downsizing and budget cuts, can also benefit from refreshing skills.

Our writing courses are designed for those who want to improve their writing, including agency staff who want to improve their writing and comply with the Plain Writing Act and Executive Orders 12866, 12988, and 13563.

Links to these courses can be found on our web site, and directly at WordWorkshop.com.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

Our writing courses have been described as “really about how to get better job reviews and get promoted” because they help you improve one of your most important, and visible, job skills: written communication.

» Writing for Government and Business Critical Thinking and Writing

How to compose clear and effective reports, letters, email, and memos.

Offered every April and September in DC; for dates, agenda, and secure online registration, see

TCNWW.com

» Speechwriting Preparing Speeches and Oral Presentations

TCNSW.com

» Writing to Persuade Hone Your Persuasive Writing Skills

Designed for anyone who must persuade others using the written word.

TCNWTP.com

» Drafting Federal Legislation and Amendments

A “how to” program for anyone who drafts or reviews federal legislation.

Offered every September in DC; for dates, agenda, and secure online registration, see

TCNDL.com



» Advanced Legislative Drafting

A hands-on workshop.
TCNLDW.com

» Effective Briefings: The Art of Persuasion

How to explain, advocate, and present facts and ideas in a convincing manner.
TCNEEB.com

» Preparing and Delivering Congressional Testimony

For Agencies, Military, Businesses, NGOs, and Associations

Learn how to prepare testimony for, and to effectively testify at, congressional hearings.

TCNTW.com

» Editing

How to manage writing projects and edit the writing of others.

WordWorkshop.com

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract [GS02F0192X](https://www.gsa.gov/transaction/contract/GS02F0192X).

thecapitol.net
202-678-1600

Information for Government Agencies



For more than 40 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been teaching professionals from government, military, business, and NGOs about the dynamics and operations of the legislative and executive branches and how to work with them.

TheCapitol.Net is an independent non-partisan small business that provides continuing professional education and publications for thousands of government employees each year.

TheCapitol.Net is on the GSA Schedule, 874-4, for custom on-site training.

TheCapitol.Net, Inc., GSA Contract GS02F0192X

TheCapitol.Net also serves as a subcontractor for prime contractors.

- » MOBIS Schedule 874
- » Services can be used on a sole-source basis
- » Available to all government entities
- » Ability to select a vendor without a lengthy bidding process

On the web at TCNGOV.com.

See our Capability Statement on page 40 and at TCNCS.com.



Our Government Custom Training Clients

We have designed and conducted hundreds of custom training programs for our government clients, which include all levels of government.

- » Agencies in every federal department:
State, USDA, DoD, FSIS, TAI, EPA, GAO, Treasury, ODNI, SSA, NIH, FBI, CIA, NASA
- » Military:
JCS, Air Force, Army, Navy, USCG, DFAS, WHS
- » Congressional staff in the House and the Senate
- » State and local governments
- » Foreign delegations

Our custom training programs are usually presented in Washington, DC, although we can present custom on-site training anywhere in the United States. Previous custom training programs for government agencies have been presented in many states including California, New Mexico, Texas, Colorado, Maryland, New York, Virginia, North Carolina, Florida, Illinois, Georgia, Missouri, and Minnesota.

Previous government attendees at our practical legislative, communication and media training include:

- » Agency staff (GS to GS-15, and SES)
- » Attorneys
- » Military personnel (NCO to flag-level officers)
- » Foreign service staff (FSO through ambassador level)
- » Political appointees

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600



Custom, On-Site Training

»» All of our programs and any combination of their topics can be tailored for on-site training for your organization.

For more than 40 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been training professionals from government, military, business, and NGOs on the dynamics and operations of the legislative and executive branches and how to work with them.

Our training and publications include congressional operations, legislative and budget process, communication and advocacy, media and public relations, research, testifying before Congress, legislative drafting, critical thinking and writing, and more.

»» **Diverse Client Base**—We have tailored hundreds of custom on-site training programs for Congress, numerous agencies in all federal departments, the military, law firms, lobbying firms, unions, think tanks and NGOs, foreign delegations, associations and corporations, delivering exceptional insight into how Washington works.™

»» **Experienced Program Design and Delivery**—We have designed and delivered hundreds of custom programs covering congressional/legislative operations, budget process, media training, writing skills, legislative drafting, advocacy, research, testifying before Congress, grassroots, and more.

»» **Professional Materials**—We provide training materials and publications that show how Washington works.™ Our publications are designed both as course materials and as invaluable reference tools.

»» **Large Team of Experienced Faculty**—More than 150 faculty members provide independent subject matter expertise. Each program is designed for your attendees using the best faculty member for each session.

»» **Non-Partisan**—TheCapitol.Net is non-partisan.

»» **GSA Schedule**—TheCapitol.Net is on the GSA Schedule, 874-4, for custom on-site training: GSA Contract GS02F0192X.



For courses that can be tailored for your organization, see TCNCustom.com.

We help your staff, members, and executives better understand Washington and Congress.™

Please see our Capability Statement on our web site, at TCNCS.com, and on page 40 of this catalog.

Custom training programs are designed to meet your educational and training goals. Each session is led by an independent subject matter expert best qualified to help you reach your educational objectives and align with your audience. Custom training can help new employees quickly fit into any Washington operation.

As part of our custom training, we can also provide classroom space, breaks and meals, receptions, tours, and online registration and individual attendee billing services.

For more information about custom on-site training for your organization, please see our web site: TCNCustom.com, or call us: 202-678-1600, ext 115.

Our most customizable course, Congressional Operations, will give your personnel, members, and executives the background and tools to work knowledgeably and effectively in Washington.

Choosing custom training from TheCapitol.Net means you:

- » Professionally train personnel, members, or executives dealing with Congress and legislative matters
- » Cut travel time and expense
- » Organize training to align with your schedule
- » Ensure topics meet personnel and member needs and organizational training goals
- » Discuss sensitive or proprietary issues in confidence
- » Integrate your own presentations among our topics
- » Have organization-specific issues addressed by our expert faculty

Our custom programs, like our public courses, are off-the-record, and all include customized course materials.

Our expert faculty includes:

- » Reporters and editors who know Congress inside and out
- » Former members of Congress
- » Experienced congressional staff and legislative counsels
- » Policy experts
- » Lawyers and lobbyists
- » Analysts and scholars

TCNCustom.com



All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Custom, On-Site Training



What our clients say about our custom on-site training:

“The location was great because we did not have to leave the office.”

“I’ve been with the FAA for 37 years and this is one of the best courses I’ve ever taken!”

—Attendee, FAA

“Info provided broadens my understanding of Congress and its oversight authority, which impacts my job daily.”

—Attendee, Dept. of Education

“It is nice to take a course that is relevant and tailored to my job.”

“A very good and informative week. Really enjoyed.”

—Deputy Director, DFAS

“[As a result of this program] we will revamp how we do our Hill visits and follow up.”

—Assistant Station Director, U.S. Forest Service

“It will help me more effectively support my assigned executives with the lobbying effort.”

—Administrative Assistant, Fortune 500 company

“Gave me better insight on the pressures and issues affecting how we operate as an agency.”

—Program Manager, FAA

“Our nonprofit organization needs to be doing more grassroots lobbying and this [Grassroots Advocacy on-site training] is an excellent program to help us get started correctly and effectively.”

*—Co-Executive Director,
Alliance for Lung Cancer Advocacy, Support and Education*

“It helped me learn what my bosses are up against. The whole program helped me better understand the legislative process.”

—Senior Administrative Assistant, Fortune 500 company

Would you like to discuss the many ways TheCapitol.Net custom training services can increase the effectiveness of your personnel?

Please visit our web site:

TCNCustom.com

or call us:

**202-678-1600,
ext 115.**



TheCapitol.Net, Inc.
GSA Contract GS02F0192X



We have conducted hundreds of custom training programs for our clients, including:

- Army and Air Force Exchange Service
- Army Special Operations Command
- Canadian Embassy
- Central Intelligence Agency (CIA)
- Crowell & Moring
- Defense Finance and Accounting Service (DFAS)
- Defense Logistics Agency
- Environmental Protection Agency (EPA)
- Federal Aviation Administration (FAA)
- Federal Bureau of Investigation (FBI)
- Food and Drug Administration (FDA)
- Government Accountability Office (GAO)
- Internal Revenue Service
- Joint Chiefs of Staff
- Lawrence Livermore National Laboratory
- Lockheed Martin
- Mintz Levin
- National Institutes of Health (NIH)
- National Oceanic & Atmospheric Administration (NOAA)
- National Pork Producers Council
- Nevada Oncology Society
- Office of Personnel Management (OPM)
- Ontario Ministry of Intergovernmental Affairs
- Philip Morris
- Sandia National Laboratories
- Social Security Administration
- The Heritage Foundation
- United Fresh Produce Association
- U.S. Army Corps of Engineers
- U.S. Chamber of Commerce
- U.S. Coast Guard
- U.S. Department of Agriculture
- U.S. Department of Justice
- U.S. Department of State
- U.S. Department of the Treasury
- U.S. Department of Veterans Affairs
- U.S. Navy
- U.S. Postal Service
- U.S. Senate
- Veterans of Foreign Wars

Capitol Learning Audio Courses™



If you don't have the time to personally attend one of our live courses in Washington, DC, we offer convenient audio courses describing how Washington works.™

Our Capitol Learning Audio Courses range in duration between 1/2 hour and 2 hours long.

See TCNCL.com for details, courses available, and secure online ordering.

All audio courses are available as audio CDs with printed course materials and as online downloads that include the audio in MP3 format and the course materials as a PDF.

Our Capitol Learning Audio Courses come with a limited license: see TCNLicense.com.

We have audio courses in these topical areas:

- » **Advocacy and Communication**
- » **Federal Budgeting**
- » **Media Training**
- » **Special Programs**
- » **Working with Congress and Congressional Staff**
- » **Congressional Operations**
- » **Informed Citizen Series**
- » **The Executive Branch**
- » **Research Skills**



**Capitol Learning
Audio Course on CD**
Audio CD and Print Materials



MP3
Online Download with MP3
Audio and Materials in PDF

Convenience Learning from

 **TheCapitolNet**
Convenience Learning from the Capitol

**Authorizations
and Appropriations
in a Nutshell**

Convenience Learning from

 **TheCapitolNet**
Convenience Learning from the Capitol

**Lobbying and
Advocacy:**
A Three-Course Series

Convenience Learning from

 **TheCapitolNet**
Convenience Learning from the Capitol

**Congress, the
Legislative Process,
and the Fundamentals
of Lawmaking:**
A Nine-Course Series

Capitol Learning Audio Course on CD
MP3

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Publications



TheCapitol.Net publishes award-winning hands-on books for practitioners, written by subject matter experts in law, media relations, and government affairs, that show how Washington works.™

More information about our publications can be found on our web site, including full Table of Contents, sample sections, ISBNs, and secure online ordering.

Many of our publications are available as ebooks on Amazon, BN.com, and Google Play.

Our publications can be ordered online and from your favorite bookseller.

TCNBooks.com

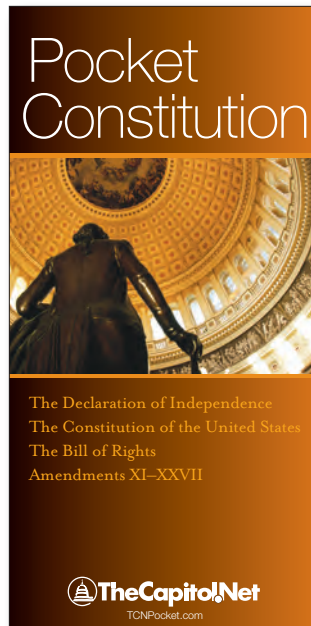
Pocket Constitution

Our Pocket Constitution can be personalized in several ways, including your own printed covers, internal pages, and standard address labels to align with your brand or meeting.

Our Pocket Constitution fits comfortably into any standard #10 business envelope.

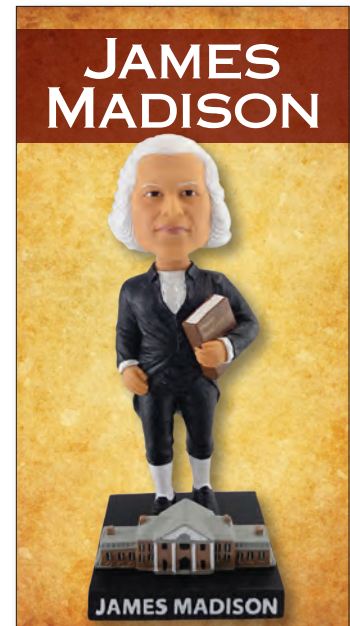
- Trade show giveaways
- Legislative Day handouts
- PAC contributor or new member gifts
- Lunch or dinner sponsorship handouts
- Employee education and reference
- Marketing or advertising mailers
- Your best customers and clients
- Stocking stuffers

Sold in sets of 25 copies and single copies.



Pocket Constitution:
The Declaration of Independence,
Constitution of the United
States, and Amendments
to the Constitution

TCNConst.com



**James Madison
Bobblehead**

TCNJMB.com

Citizen's Handbook to Influencing Elected Officials

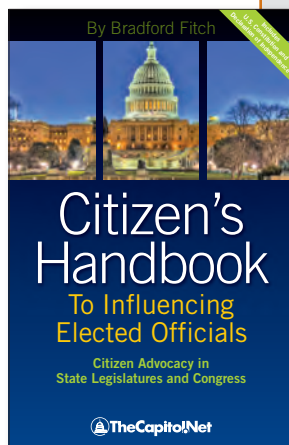
Citizen Advocacy in State Legislatures and Congress

Practical guidance to prepare for and meet with elected officials and staff, how to write effective letters and emails to elected officials, strategies for influencing legislators face-to-face, best practices for communicating with Congress and state legislatures, and how to write persuasive "letters to the editor." Includes the U.S. Constitution and the Declaration of Independence.

TCNCH.com

"Looks pretty useful."

—Glenn Reynolds, Instapundit



Congressional Procedure

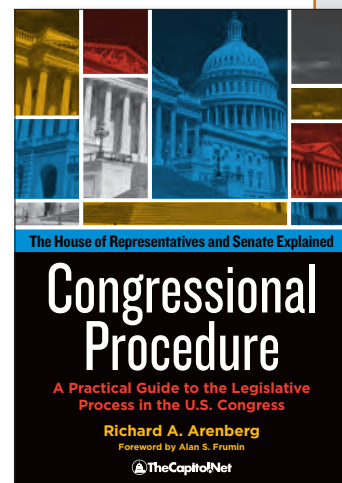
A Practical Guide to the Legislative Process in the U.S. Congress: The House of Representatives and Senate Explained

This comprehensive guide to Congress is ideal for anyone who wants to know how Congress really works.

TCNCPAM.com

"An ideal guide through the labyrinth of congressional procedure."

—Donald A. Ritchie, Historian Emeritus, U.S. Senate



Common Sense Rules of Advocacy for Lawyers

Tips and rules that will help anyone—lawyer or lobbyist, account executive or negotiator, parent or teacher—improve their advocacy skills in less than 10 minutes a day.

A practical guide for anyone who wants to be a better advocate.

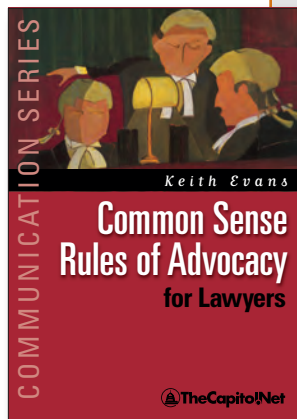
RulesOfAdvocacy.com

"A valuable review for the old timers and an excellent primer for those who are starting the climb."

—Jacob A. Stein, Stein, Mitchell & Mezines, Washington, DC

"A terrific guidebook."

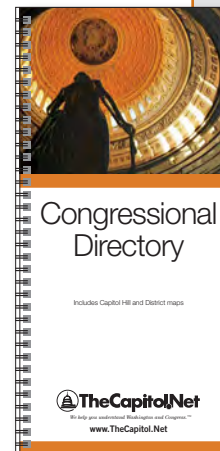
—Philip H. Corboy, Corboy & Demetrio, Chicago, IL



Congressional Directory

This comprehensive directory lists members of the U.S. Senate and House of Representatives, complete with color photos and a fold-out map of Capitol Hill. Our Congressional Directory is wire-spiral bound for flat-fold reference and durability.

TCNDir.com

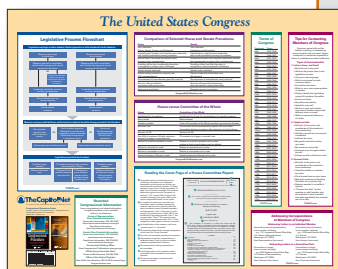


Congressional Operations Poster

For “legislative-day” training and classroom use.

A full-color poster includes our legislative process flowchart and our federal budget process flowchart.

TCNCOP.com

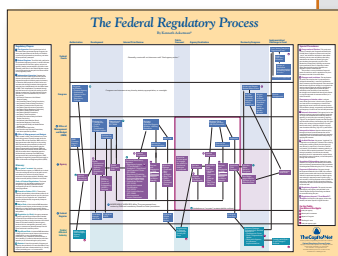


Federal Regulatory Process Poster

For training and classroom use.

A full-color poster includes a detailed flowchart illustrating the regulatory process and where each player fits into the process.

TCNFRP.com



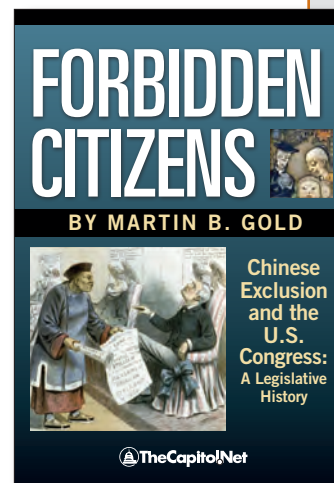
Forbidden Citizens Chinese Exclusion and the U.S. Congress: A Legislative History

Described as “one of the most vulgar forms of barbarism,” by Rep. John Kasson (R-IA) in 1882, a series of laws passed by the United States Congress between 1879 and 1943 resulted in prohibiting the Chinese as a people from becoming U.S. citizens. *Forbidden Citizens* recounts this long and shameful legislative history.

ForbiddenCitizens.com

“[L]andmark volume on the subject of exclusionary policies against Chinese and Chinese Americans ... a valuable teaching tool ... an exemplary subject reference.”

—Library Journal

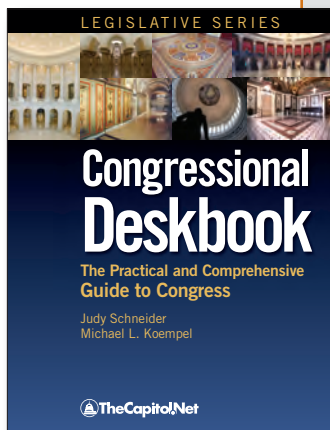


Congressional Deskbook The Practical and Comprehensive Guide to Congress

Explains the legislative and congressional budget processes along with all aspects of Congress.

TCNCD.com

“A valuable, detailed, and highly functional synthesis of information about the legislative branch. Summing Up: Highly recommended. All collections.”
—CHOICE



Legal Spectator & More

A compilation of Washington, DC, attorney Jacob Stein’s essays about lawyers, judges, clients, literature, and popular culture. The essays in this volume have previously appeared in *Washington Lawyer*, *American Scholar*, the *Times Literary Supplement*, and *Wilson Quarterly*.

**LegalSpectator
AndMore.com**



Legislative Drafter's Deskbook A Practical Guide

Practical advice and insight for those engaged in legislative drafting, those more interested in policy than drafting itself, or those interested in reading and interpreting the law. The *Legislative Drafter's Deskbook* helps anyone understand why laws are drafted the way they are.

TCNLD.com

"A masterful work. It is comprehensive and exceptionally well written. It is an essential tool for anyone who drafts legislation or interprets the law."

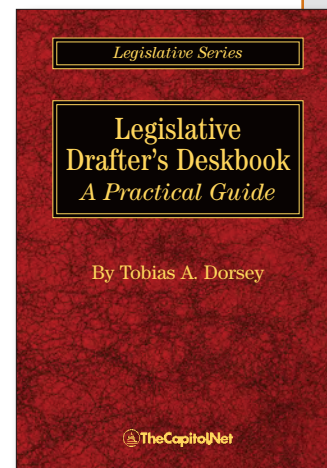
—William K. Suter, Clerk of the United States Supreme Court

"A valuable and practical tool for all legislative drafters."

—Bruce Feustel, Senior Fellow, National Conference of State Legislatures

"An essential and indispensable book."

—Frank Burk, Legislative Counsel of the United States Senate 1991–1998



Lobbying and Advocacy

Winning Strategies, Resources, Recommendations, Ethics and Ongoing Compliance for Lobbyists and Washington Advocates
The Best of Everything Lobbying and Washington Advocacy

The comprehensive guide for lobbyists and Washington advocates.

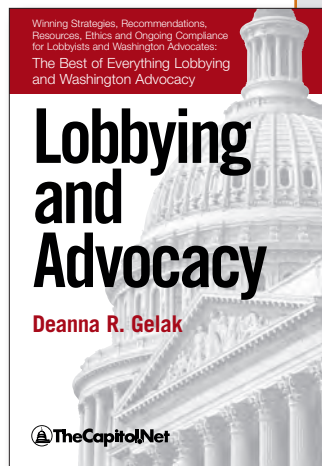
TCNLA.com

"Required reading for students and experienced lobbyists."

—Andy Mekelburg, Vice President, Federal Government Relations, Verizon

"Required for all who make their living 'petition[ing] their government for redress and grievances.'"

—Steve Bartlett, President and CEO, The Financial Services Roundtable



Media Relations Handbook

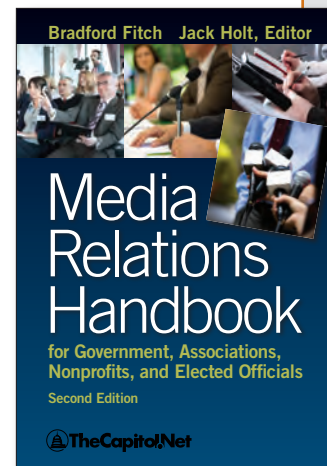
For Government, Associations, Nonprofits, and Elected Officials
"The Big Blue Book"

For Public Information Officers (PIOs), press secretaries of elected officials, public affairs officers, nonprofit PR professionals, lobbyists or anyone involved in garnering media coverage.

TCNMRH.com

"Although targeted for new media relations staff or ones starting a new press office, even the most experienced public information officer can learn from this book."

—Gene Rose, Director of Public Affairs, NCSL



Persuading Congress

A Practical Guide to Parlaying an Understanding of Congressional Folkways and Dynamics into Successful Advocacy on Capitol Hill How to Spend Less and Get More from Congress: Candid Advice for Executives

A practical book, packed with wisdom and experience. For less than the cost of a cab ride to the airport, you can learn how to stop wasting your time when you visit Washington.

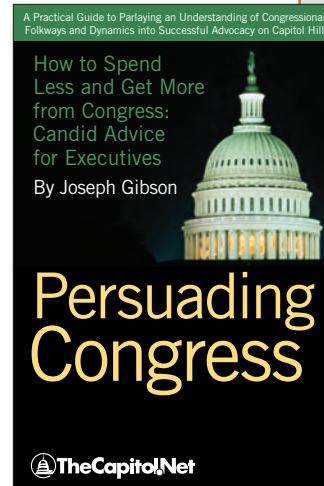
TCNPC.com

"Anyone who wants to make a difference through legislation—not just executives—needs to read this book, master its lessons, and keep it handy."

—F. Christopher Arterton, Dean, Graduate School of Political Management, The George Washington University

"Provides invaluable advice to corporate executives on effectively influencing not just national and local legislation but the corporate environment as well."

—Robert Clements, Chairman & CEO, EverBank Financial Corp.



Testifying Before Congress

A Practical Guide to Preparing and Delivering Testimony Before Congress and Congressional Hearings for Agencies, Associations, Corporations, Military, NGOs, and State and Local Officials

The practical guide to assist witnesses and their organizations prepare and deliver congressional testimony. For use by anyone or any organization called to testify before a committee of Congress, and for those who are providing assistance in preparing the testimony and the witness.

TCNTBC.com

"Previous victims of the congressional hearing root canal will ask themselves, 'Where was this invaluable book when I needed it?'"

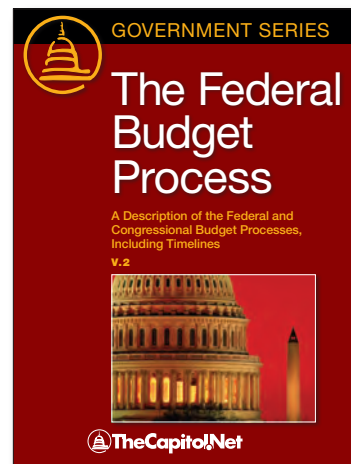
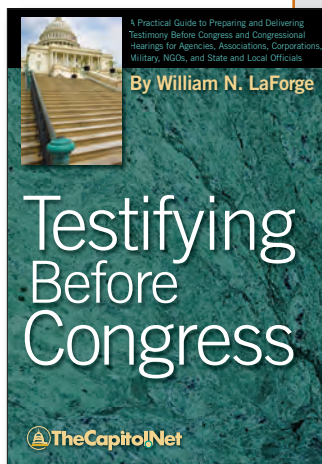
—Mitch Daniels, Governor, Indiana

"A gold mine for anyone engaging in the congressional hearings process."

—Richard E. Wiley, Managing Partner, Wiley Rein LLP

"If you are a corporate leader summoned to testify before Congress and you want to survive what could be one of the most horrible, and dangerous, experiences of your career, you must read this extremely valuable book."

—Charlie Cook, Editor and Publisher of The Cook Political Report, Political Analyst for the National Journal Group



The Federal Budget Process Second Edition

A description of the federal and congressional budget processes, including timelines.

TCNTFBP.com

Select Clients



TheCapitol.Net has more than 2,500 clients representing congressional offices, federal and state agencies, military branches, news media, and NGOs nationwide.

- Congressional Offices
- Federal Agencies
- Associations
- Labor Unions
- Think Tanks
- Libraries
- Military
- News Media
- Business
- State and Local Government
- Universities and Schools
- NGOs and Nonprofits
- Diplomatic Corps
- Bookstores
- Coalitions
- Institutes
- Lobbying Firms
- PR Firms
- Law Firms
- Law Schools

For a larger list, see
SelectClients.com

- ABC News
- Allied Pilots Association
- American Association for the Advancement of Science
- Arizona Department of Transportation
- Associated Builders and Contractors, Inc.
- Association for Advanced Life Underwriters
- AstraZeneca
- B&D Consulting
- Boeing Company
- Canadian Embassy
- CIA
- Congressional Federal Credit Union
- Congressional Office of Compliance
- Congressional Quarterly
- Crowell & Moring
- Delegation of the European Commission
- DoD
- Eastman Kodak Company
- Embassy of Australia
- Embassy of Canada
- Embassy of Sweden
- Executive Office of the President
- Federal Aviation Administration (FAA)
- Federal Trade Commission (FTC)
- Food and Drug Administration (FDA)
- General Dynamics
- Georgetown Law Library
- Harvard University
- House Committee on Homeland Security
- IBM
- IRS, Treasury Acquisition Institute
- Lawrence Livermore National Lab
- Lockheed Martin
- Mars, Incorporated
- Maersk Line Limited
- Military Officers Association of America
- NASA
- National Business Travel Association
- National Cotton Council
- National Institutes of Health (NIH)
- National Journal
- National Pork Producers Council
- National Military Family Association
- National MS Society
- National Public Radio
- Navajo Nation
- New York State Division of the Budget
- Northrop Grumman Corp.
- Nuclear Energy Institute
- OPM
- OSD
- Pfizer
- SAIC
- Save the Children
- Senate Budget Committee
- Shell
- Social Security Administration
- Society for Neuroscience
- TALGO
- The American Legion
- The Heritage Foundation
- The New York Times
- United Fresh Produce Association
- University of Chicago
- University of Virginia
- U.S. Air Force
- U.S. Army Corps of Engineers
- U.S. Coast Guard
- U.S. Department of Agriculture
- U.S. Department of Health and Human Services (HHS)
- U.S. Department of State
- U.S. Department of Transportation
- U.S. Department of Veterans Affairs
- U.S. Navy
- Van Ness Feldman
- Van Scoyoc Associates
- Volunteers of America
- Wiley Rein LLP
- YMCA



All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Faculty and Authors

Independent, subject matter experts who know how Washington works.™



TheCapitol.Net encompasses a dynamic team of more than 150 faculty members and authors, all of whom are independent subject matter experts and veterans in their fields. Faculty and authors include senior government executives, former members of Congress, Hill and agency staff, editors and journalists, lobbyists, lawyers, nonprofit executives and scholars. Our courses and publications explore how Washington works and how to work Washington.™ Our faculty and authors understand Washington, each carefully selected for their ability to teach others, both in person and in print.

Some of the people who have written or taught for us include:

“The highest quality of speakers I’ve ever experienced in a training program.”

“Excellent choice of presenters. Would recommend this [program] to anybody interested in learning how Washington really works.”

“Outstanding cast of speakers. All brought great and distinct insights.”

“Quality of speakers and range of topics were excellent, however, the non-partisan efforts were most critical/useful.”

“Excellent workshop! Appreciated the openness of the knowledgeable and credible speakers.”

“Speakers brought out points that aren’t usually discussed.”

Tobias Dorsey

Author, *Legislative Drafter’s Deskbook*

Ron Elving

National Public Radio

Joseph Gibson

The Gibson Group;
Author, *Persuading Congress*

Clint Brass

Contributing author,
Legislative Drafter’s Deskbook

James Saturno

Congressional Scholar

Martin Gold

Author, *Forbidden Citizens*

Chris Davis

Congressional Scholar

James Slattery

Wiley Rein LLP

Peggy Garvin

Garvin Information Consulting;
Author, *Real World Research Skills*; and contributing author,
Congressional Deskbook

Bill Heniff, Jr.

Contributing author,
Congressional Deskbook

Philip Joyce

University of Maryland

Ken Ackerman

Olsson Frank Weeda Terman
Bode Matz PC; Author, *Federal Regulatory Process Poster*

Jack Holt

Editor, *Media Relations Handbook*

Peter Loge

George Washington University

Steve Roberts

Political analyst

James Capretta

American Enterprise Institute

Walter Oleszek

Congressional Scholar

Jim Thurber

American University

Deanna Gelak

Author, *Lobbying and Advocacy*

John Simmons

The Roosevelt Group

Megan Lynch

Congressional Scholar

Doug Eyman

George Mason University

James Moran

Former Member of Congress

Thomas Hajduk

Communication
Consulting Group

Susan Lawrence

George Mason University

Michael Cornfield

George Washington University

Elizabeth Rybicki

Congressional Scholar

Matt Laslo

Freelance Reporter

Jula Kinnarid

Capitol Management and
Communications, LLC

Anthony Coe

Retired Senior Counsel,
U.S. Senate

Steven Billet

George Washington University

Barbie Keiser

Barbie E. Keiser, Inc.

Richard Arenberg

Author, *Congressional Procedure*

To see more of our faculty and authors, see SelectFaculty.com.



All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at TCNCourses.com.

All of our courses and any combination of their topics can be customized for on-site training for your organization, see TCNCustom.com. We are on GSA Advantage, Contract GS02F0192X.

thecapitol.net
202-678-1600

Policies

Courses

Upcoming Course Schedule—see TCNCourses.com

Payment—Our preferred methods of payment are checks and EFT/ACH from US organizations. We also accept PayPal, and major credit cards.

Government Employees please note: For individual enrollments, you must submit payment with your training forms. We accept government credit cards and electronic funds transfer (EFT). All fees must be paid to attend a course. We accept purchase orders only for custom training.

Registration—Click the “Register for This Course” button anywhere you see it on our web site for secure online registration. There is a registration form on our web site at TCNForm.com that you can fax or mail to us. Contact us if you want us to mail or fax a registration form to you.

Course Location—Our courses are held near Metro stops in Washington, DC. We will email you a courtesy reminder prior to any course for which you are registered. Keep your invoice and order number as evidence of registration. Course date, location, and times can be found on each course’s web page at any time within one month from the course date.

Walk-ins—If space is available, we accept walk-ins. We prefer a minimum of 24 hours notice to be sure there are spaces and course manuals available. All fees must be paid to attend.

The Day of the Course

- **Business attire is required**, military uniforms are optional.
- **Meeting rooms can be chilly**—bring a sweater or jacket.
- **Arrive 15 minutes before the course** start time so that you can sign in and get your materials.
- Wear your **name tag** to all events, including meals—on your right lapel is recommended.
- **Introduce yourself and hand out your business card to other attendees**—this is a great time to network.
- **Turn off phones and other personal electronic devices** during the course.

Cancellations, Substitutions and Transfers

TCNCancel.com

Submission of your registration indicates your acceptance of our Payment, Cancellation, Substitution, and Transfer policy. We deposit your check or charge your credit card upon our acceptance of your registration. All registration and administrative fees must be paid in full before attending a course. Cancellations, substitutions, and transfers for **courses** must be received in writing. **Dates and prices subject to change.** TheCapitol.Net reserves the right to cancel any course in the event of insufficient registrations. If, for any reason, TheCapitol.Net cancels a course, TheCapitol.Net assumes no responsibility for nonrefundable airline tickets or other travel costs. We will make every effort to immediately notify registrants of a cancellation.

Substitutions—Substitutions, submitted in writing, are accepted any time prior to the start of the course at no charge. Please include original attendee’s and substitute’s name, number, and email.

Live Courses—Because our faculty must commit to our live courses in Washington, DC, to the exclusion of other activities and because we must make commitments to space providers for food, beverages, and meeting space when we schedule courses, if you transfer or cancel your registration for a course, we charge an administrative fee according to the schedule on our web site: TCNCancel.com.

All of our current policies can be found on our web site at

TCNPolicies.com

Transfer and Cancellation Fee

Please see the fee schedule on our web site at TCNCancel.com.

No refunds are given to no-shows.

All cancellations and substitutions must be submitted prior to the start of the course in writing (Fax: 202-688-2424) **or via email** (registrar@TheCapitol.Net). **Once the course has started, there are no refunds or transfers.**

Please note that if you transfer, transfer credits expire and must be used within 13 months of the initial course date.

No-Show—A “no-show” is when we have not confirmed receiving your cancellation or transfer or you do not show up, and you forfeit all registration fees. You should always call—and follow up in writing—to be sure to let us know the circumstances of your cancellation as soon as possible.

Our complete Payment, Cancellation, Substitution and Transfer policy is subject to change and is on our web site at TCNCancel.com.

Weather/Snow Policy—Courses sponsored by TheCapitol.Net and scheduled in Washington, DC, are cancelled only when the federal government operating status in the Washington, DC, metropolitan area is “Federal agencies in Washington, DC, are CLOSED” according to OPM. Our complete weather policy is on our web site at SnowPolicy.com.

CEU and CLE Credits and Certificates of Training—Our courses are approved for CEUs from George Mason University. Many attorneys in mandatory CLE states have received credit for attending our courses. However, because we do not seek CLE accreditation, if you desire CLE credits, see our web site for information about how to apply to your state. We issue written agendas and Certificates of Training for all of our courses.

Custom Training—We can design and deliver any course to meet your training goals at your location. Please see the Custom Training section of this catalog, TCNCustom.com, or call us to discuss specifics: 202-678-1600, ext. 115.

TheCapitol.Net is on the GSA Schedule, 874-4, for custom on-site training: GSA Contract GS02F0192X.

Audio Courses on CD—Audio Courses on CD are returnable if the security seal is unbroken. All audio courses are sold with a **limited license: TCNLicense.com.**

Ebooks and Audio Courses Downloaded—There are no refunds once the download link has been sent to the email address given with the order. All ebooks and audio courses are sold with a **limited license: TCNLicense.com.**

For more information, call us or see our web site at

www.TheCapitol.Net

Company Information

TheCapitol.Net, Inc.
PO Box 25706
Alexandria, VA
22313-5706
202-678-1600
Fax: 202-688-2424
www.thecapitol.net
registrar@thecapitol.net

A non-partisan small
business and Virginia
corporation.

FEIN: 54-1917701
DUNS number:
04-273-5071
SAN: 853-0513
SIC: 8299, 2741, 8742
NAIC: 611430, 56192,
5111, 541611

Registered in CCR/SAM

GSA Contract
GS02F0192X

Capability Statement for TheCapitol.Net

Core Competencies

TheCapitol.Net is an independent, non-partisan small business that provides legislative, budget, communication, and media training and publications.

- For more than 40 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been offering public and custom training programs.
- TheCapitol.Net employs two training consultants with more than 50 years of combined training experience.
- TheCapitol.Net partners with more than 50 core trainers who are experts in congressional operations, the federal budget process, congressional testimony, legislative drafting, communication and media training, writing, editing, and research.
- Half-day to five-day training programs, including “Congressional Briefing Conference—Capitol Hill Workshop” and “Testifying Before Congress.”
- Public and custom training designed to meet a wide variety of leadership competencies.
- All public open enrollment courses have been approved for Continuing Education Units (CEUs) by George Mason University.
- All training includes written materials and publications, such as *Congressional Procedure*, *Congressional Deskbook*, *Testifying Before Congress*, *Legislative Drafter’s Deskbook*, *Media Relations Handbook*, and *Persuading Congress*.

Past Performance

TheCapitol.Net has more than 2,500 clients representing congressional offices, federal and state agencies, military branches, business associations, think tanks, foreign delegations, news media, and NGOs. We have developed and delivered custom training for numerous federal entities:

- | | | | | |
|---------|-------|------------|-------------|----------------|
| • DFAS | • SSA | • EPA | • LLNL | • USPTO |
| • State | • NIH | • USDA | • NASA | • Sandia |
| • Navy | • OPM | • FAA | • US Senate | • USCG |
| • GAO | • CIA | • Treasury | • FBI | • Joint Chiefs |

Company Facts

For more than 40 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been training professionals from government, military, business, and NGOs on the dynamics and operations of the legislative and executive branches and how to work with them. TheCapitol.Net is a privately held Virginia corporation headquartered in Alexandria, Virginia. All training programs open to the public are held in Washington, DC. We work with select clients within the U.S. in presenting customized, on-site training. Please visit our website at www.TheCapitol.Net.

On our web site at TCNCS.com

Differentiators

Several facets of our training set us apart:

- More than 50 core trainers, all of whom are independent subject matter experts.
- Faculty include senior government executives, former members of Congress, congressional and agency staff, editors and journalists, lawyers, nonprofit executives, and scholars.
- The company and its predecessor, Congressional Quarterly Executive Conferences, have been offering training programs for more than 40 years.
- Our publications, written by leading subject matter experts, complement our training programs.
- All of our training programs are off-the-record and use written agendas and include AV and written course materials.

DUNS: 04-273-5071 FEIN/TIN: 54-1917701 CAGE: 1K5S4
SAN: 853-0513 GSA Contract GS02F0192X
Registered in CCR/SAM NAIC: 611430, 61143, 5111, 541611
Accept checks, EFT/ACH, all major credit cards and government procurement cards.



TheCapitol.Net

Non-partisan training and publications that show how Washington works.™

PO Box 25706, Alexandria, VA 22313-5706
202-678-1600 • www.thecapitol.net

Useful Links

Congress by the Numbers

CongressByTheNumbers.com

Leadership of Congress

CongressLeaders.com

Congressional Schedule

CongressSchedules.com

Congress Seating Charts

CongressSeating.com

Terms and Sessions of Congress

TermsofCongress.com

Senate Classes: Terms of Service

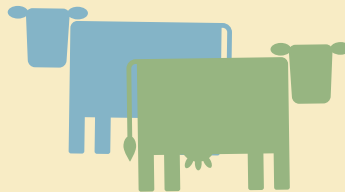
SenateClasses.com

Congressional Glossary

CongressionalGlossary.com

You have 2 cows

YouHave2Cows.com





Non-partisan training and publications that show how Washington works.™

PO Box 25706, Alexandria, VA 22313-5706
202-678-1600 • www.thecapitol.net



Courses approved for CEUs from George Mason University

GSA Contract GS02F0192X



"A seminar from TheCapitol.Net is one of the best ways to learn from the experts about how Washington really works."

—Steven V. Roberts, Syndicated columnist, TV and radio analyst, college professor

ISBN 978-1-58733-300-2
9 0000 >



9 781587 333002