

## Hit the Ground Running!

The Montana Legislative Council, a bipartisan committee of legislative leaders, sponsors Legislator Orientation and Training in November before each session. The training is conducted by experienced legislators and legislative staff.

Council members highly encourage both **new and veteran legislators** to participate in this event. It's an opportunity to get to know your colleagues and staff, as well as learn lots more about the exciting job you've been elected to do. This is your chance to get ready to hit the ground running!

You'll learn about:

- Pay and benefits
- Bill drafting
- Committee protocols
- General budget overview
- Legislative rules, ethics, and decorum
- Computer services

Don't miss this educational opportunity! **Register by noon Nov. 12.**

## Other Upcoming Events

**November 14:** Party Caucuses, 10 a.m.

Senate Republicans, Room 317

Senate Democrats, Room 335

House Democrats, Room 152

House Republicans, Room 102

**December 3:** Meeting of Joint, Senate & House Rules Committees

Committee Chair Training

**January 7:** 63rd Legislature convenes at noon

**January 8:** Law School for Legislators

**January 9:** Legislative Rules Training

## Here's How to Register

Call, e-mail, or fax the following information to the Legislative Services Division **by noon Nov. 12:**

Your Name: \_\_\_\_\_

District: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) you plan to attend:

Nov. 14 \_\_\_ Nov. 15 \_\_\_ Nov. 16 \_\_\_

Does your spouse plan to accompany you to Helena?

Yes \_\_\_ No \_\_\_

If yes, spouse's name: \_\_\_\_\_

Will you attend the Nov. 14 "Getting to Know You" Legislators dinner, hosted by Legislative Council?

Yes \_\_\_ No \_\_\_

Meal preference: Italian Buffet \_\_\_

Vegetarian entree \_\_\_

Will your spouse attend the dinner? (Cost is \$21)

Yes \_\_\_ No \_\_\_

Spouse's meal preference: Italian Buffet \_\_\_

Vegetarian entree \_\_\_

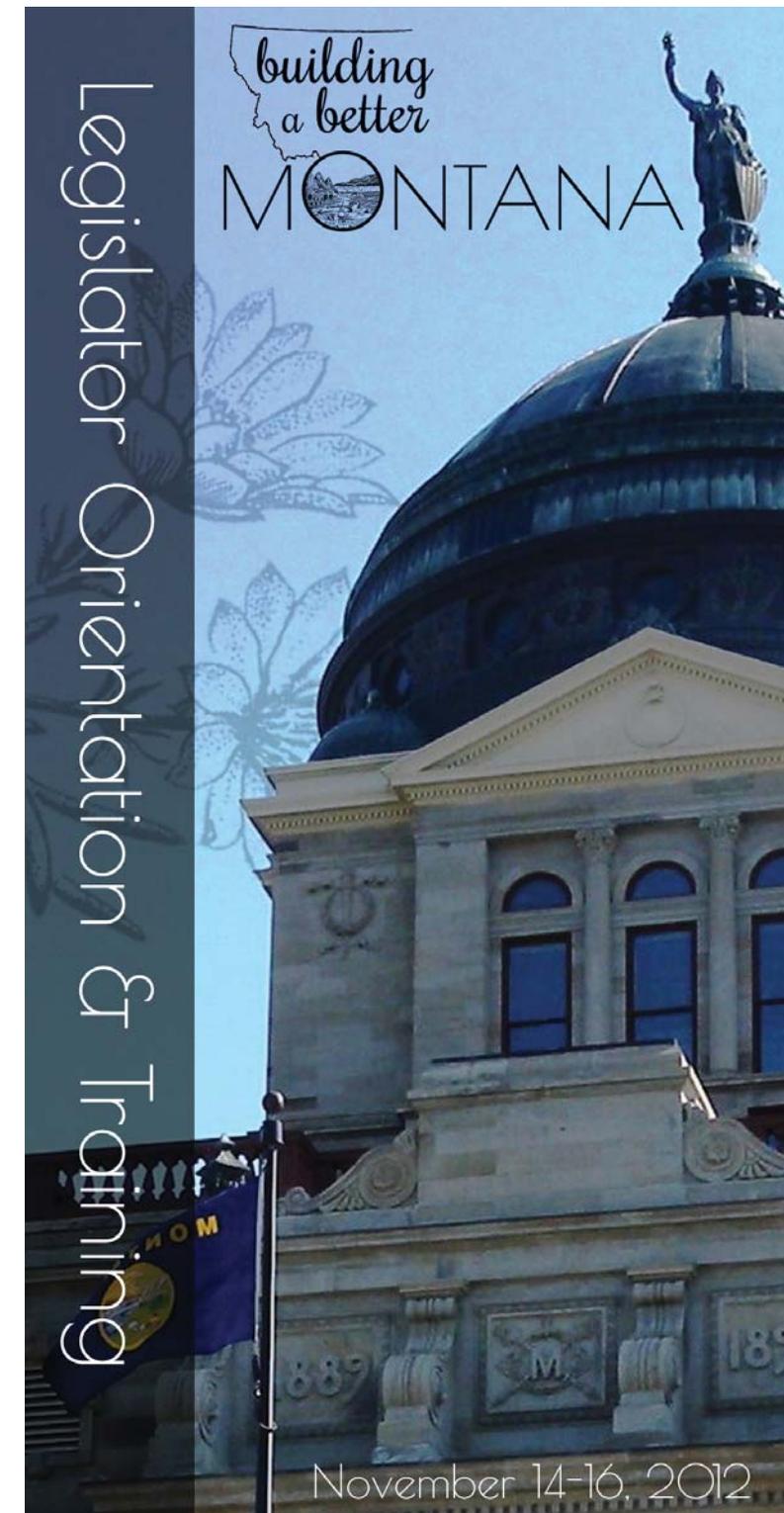
Will your spouse attend the Nov. 15 hosted lunch & tour of Carroll College?

Yes \_\_\_ No \_\_\_

Call: (406) 444-3064

Fax: (406) 444-3036

E-mail: [leginfo@mt.gov](mailto:leginfo@mt.gov)



# Orientation & Training Agenda

## WEDNESDAY, NOVEMBER 14

1 p.m.	Welcome, Introductions, Overview	House Chambers
1:30 p.m.	Pay & Benefits	House Chambers
3:30 p.m.	Computer & IT Services	House Chambers
4:15 p.m.	Mentor Teams: Discussion on Division Roles	To Be Assigned
5:30 p.m.	Dinner & Legislator Photos	Gateway Center

## THURSDAY, NOVEMBER 15

6:30 a.m.	Health Screening for Legislators	Room 165
7:30 a.m.	Breakfast	3rd Floor Snack Bar
8:30 a.m.	Rules, Decorum Civility; Bill Drafting	Rooms 303, 317
10:45 a.m.	Mentor Teams: Bill Mechanics, Fiscal Notes, Rules, Decorum, Civility	To Be Assigned
12:00 p.m.	Lunch	Capitol Rotunda
1:00 p.m.	Introduction to "Committees"	House Chambers
2:00 p.m.	Mentor Teams: Role of Committees, Public Participation, Committee Preference Forms	To Be Assigned
3:30 p.m.	General Budget Overview	House Chambers
5:00 p.m.	Reception	Montana Historical Society

## FRIDAY, NOVEMBER 16

7:30 a.m.	Breakfast	3rd Floor Snack Bar
8 a.m.	Senate, House Facilities & Staff	House Chambers
8:30 a.m.	Public Access & Media Relations	House Chambers
9:45 a.m.	Improve Your Communications - Improve Your Impact - Bill Graham	House Chambers
11:45 a.m.	Caucuses to Discuss Bill Draft Requests & Leadership Direction	1st & 3rd Floor Rooms
1 p.m.	Leadership Orientation	To Be Assigned

## Accommodations

You're responsible for making your own room reservations in Helena and are free to stay at the hotel of your choice. However, the Legislative Services Division will reimburse you only at the established "state rate," which is \$83 a night plus taxes. If your spouse accompanies you to Helena for orientation, you will be responsible for paying

any additional charges. Not every hotel accepts state rate, so be sure to ask!

A number of rooms have been blocked at area hotels for participating legislators. Please see the accompanying flyer enclosed with this mailing for further details regarding hotel accommodations.

## Health Screening & Flu Shots

During legislative orientation, free individual **health screenings** are being offered to all legislators and their spouses. These confidential screenings provide assessments for glucose, cholesterol, HDL, LDL, triglycerides, blood pressure, and body mass index.

Optional screenings including PSA, TSH, CBC, Homocysteine, and C-Reactive Protein.

In addition to health screenings, you and your spouse can get free **flu shots** that immunize against both seasonal flu and the H1N1 virus.

Health screenings for legislators will be available from 6:30 to 8:30 a.m. on Thursday. A sign up sheet will be distributed during Wednesday's Pay & Benefits presentation portion of orientation. Health screenings for spouses will be available Thursday from 8:30 to 9:30 a.m. Flu shots will be given during the screenings in addition to other times. Please see the accompanying flyer for further details.

## Activities for Spouses

Your spouse is very welcome to attend the orientation and training! Spouses are especially encouraged to attend the Nov. 14 session on pay and benefits.

Spouses are invited to the "**Getting to Know You**" dinner at 5:30 p.m. Nov. 14 at the Gateway Center. The cost for spouses is \$21, which includes gratuity. Payment by check or cash may be made at the door.

A number of other activities are planned for spouses during orientation. Please see the accompanying flyer for further details.

## Guest Speaker

Bill Graham, who currently serves on the faculties of Seton Hall's Communications Department, George Mason's Sports Management Department, and the US Chamber of Commerce's Institute for Organizational Management, will deliver a keynote address on Friday morning. Mr. Graham's presentation, entitled "Improve Your Communications Skills — Improve Your Impact", is being sponsored by CSG-West.