



## AMERICAN CLEAN POWER | LOBBY DAY 2026 | WASHINGTON, DC

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### EVENT OVERVIEW

**Event Name:** Clean Power on the Hill 2026

**Organizer:** American Clean Power

**Event Dates:** Tue. April 14 – Wed. April 15

**Alternate Dates:** NA

**Location:** Washington, D.C.

**Expected Attendance:** 300 participants

**Event Description:** Clean Power on The Hill gives ACP members the unique opportunity to visit Washington, DC, and share their personal experiences in small group meetings with Members of Congress and their staff. Attendees participate in advocacy training and then put that training into action, educating legislators and their staff on the clean power industry's top federal policy initiatives.

<https://cleanpower.org/hill-day/>

**Proposal Due Date:** Mon June 2

**Submission Method:**

**Contact Information:** Naleli Askew

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### HOTEL ACCOMMODATION REQUIREMENTS

#### Room Block

- **Total Rooms Needed:** 50+
- **Room Types:** Single & Double
- **Check-in:** Mon April 13
- **Check-out Dates:** Wed April 15
- **Special Requests:** Include wheelchair accessible room

### MEETING ROOM REQUIREMENTS

#### Meeting & Function Space

##### Main Room

- **Room Capacity:** 300 - 400 attendees
- **Setup Style:** Theater with full AV set up (stage and projection)
- **Date & Time:** Tues. April 14, 10am – 3pm

##### Breakout Rooms

- **Number of Rooms:** 10
- **Room Capacity per Session:** approx. 25 - 40 attendees
- **Setup Style:** Round Tables
- **Date & Time:** Tues. April 14, 10am – 3pm

##### Reception

- **Room Capacity:** 200 attendees
- **Setup Style:** Cocktail Reception
- **Date & Time:** Tues. April 14, 3pm – 4:30pm



### **Additional Space Requirements**

- **Registration Area:** Reg table with power drop for printer
- **Storage/Office Space:** Separate office room for 10 – 15 staff on a flow. Board room set up with printer and power drops
- **Pre-function Space:** Used for light breakfast, beverages and lunch

### **FOOD & BEVERAGE REQUIREMENTS**

#### **Meals**

##### **Breakfast:**

- **Time:** 9am – 10am (light continental)
- **Menu Preferences:** Covers dietary restrictions, V, VG, GF
- **Service Style:** Buffet

##### **Lunch:**

- **Time:** 12pm – 1pm (working lunch)
- **Menu Preferences:** Covers dietary restrictions, V, VG, GF
- **Service Style:** Buffet

##### **Reception:**

- **Time:** 3pm – 4:30pm
- **Menu Preferences:** Covers dietary restrictions, V, VG, GF
- **Service Style:** Stations

### **AUDIO/VISUAL & TECHNOLOGY REQUIREMENTS**

#### **AV Equipment Needs in Main Session**

##### **Video**

- large, ceiling-mounted drop-down screens and projectors (or floor mounted), a laptop, a slide-advancer, and additional miscellaneous equipment to ensure everything is connected and operating.

##### **Audio**

- Podium and podium mic
- 8 channel package – 6 lavs & 2 HH
- speakers to be spread about the space, and the miscellaneous equipment to connect everything and operate it.

##### **Staging**

- Stage [SIZE] with stairs and handles
- Pipe and drape

##### **Power**

- Power run to all approx. 88 attendees within the space - both inside the square and around the perimeter of the room. (see graphics below)

##### **Internet**

- Wi-Fi is detailed for all approx. 300 attendees, and a wired internet connection is present for



the stream.

- **Bandwith requirement:**

#### Dedicated Technicians

- At least two technicians (and Audio Engineer and a Video Technician), scheduled to arrive one hour prior to program and included scheduled run through.

#### **BUDGET & FINANCIAL CONSIDERATIONS**

- **Estimated Budget:**
- **Payment Terms:**
- **Cancellation Policy:**

#### **ADDITIONAL INFORMATION**

- **Accessibility Requirements:** TBD
- **Transportation & Parking:** Shuttle service will run all day Wed April 15 from hotel to the Hill
- **Security Requirements:** TBD, if there is a member that has specific requirements with secret service
- **Emergency Procedures:** Will need to coordinate with the hotel