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## MACo Half-Day in Annapolis

October 23, 2013

10:00 am – 2:30 pm

- 10:00 am – 11:30 am**      **Welcome and Introduction to the Legislative Process**  
(MACo: 169 Conduit Street, Annapolis, MD 21401)
- 10:00 am – 10:10 am: *Opening Remarks and Introductions*
    - Andrea Mansfield, Legislative Director, MACo
    - Les Knapp, Legal & Policy Counsel, MACo
  - 10:10 am – 10:45 am: *Overview of Session and the Legislative Process*
    - Les Knapp, Legal & Policy Counsel, MACo
  - 10:45 am – 11:15 am: *What is MACo and its Role in the Legislative Process?*
    - Andrea Mansfield, Legislative Director, MACo
  - 11:15 am – 11:45 am: *The Fiscal Note Process*
    - Hiram Burch, Manager, Fiscal Analysis, Department of Legislative Services (invited)
- 11:45 am – 12:30 pm**      **Walking Tour of State Capitol, Senate, and House Buildings**  
(Three-group guided tour by Department of Legislative Services)
- 12:30 pm – 1:15 pm**      **Catered Box Lunch**  
Lowe House Office Building
- 1:15 pm – 2:30 pm**      **Budget and Bill Hearing Process**
- 1:15 pm – 1:45 pm: *The Bond Bill and Budget Hearing Process*
    - Matthew Bennett and Erika Schissler, Department of Legislative Services, Senate Budget & Taxation Committee (invited)
  - 1:45 pm – 2:15 pm: *The Bill Hearing Process*
    - Policy Analyst, Department of Legislative Services
  - 2:15 pm – 2:30 pm: *Tips on Testifying*
    - Andrea Mansfield, Legislative Director, MACo
    - Les Knapp, Legal & Policy Counsel, MACo
- 2:30 pm**      **Closing Remarks, Evaluation, Adjournment**

Notes:

- You will need a photo ID in order to access State buildings.
- Dress for meeting is business casual.
- Please contact MACo beforehand if you have any special requirements for the walking tour.