

**MACo Half-Day in Annapolis Seminar**  
**October 20, 2010**  
**10:00 a.m. – 2:30 p.m.**

- 10:00 a.m. – 11:30 a.m.**      **Welcome and Introduction to the Legislative Process at MACo 169 Conduit Street, Annapolis, MD 21401**
- 10:00 a.m. – 10:10 a.m.: Opening Remarks – MACo Associate Directors Les Knapp and Andrea Mansfield
  - 10:10 a.m. – 10:45 a.m.: Overview of Session and the Legislative Process – MACo Associate Director Les Knapp
  - 10:45 a.m. – 11:15 a.m.: The Fiscal Note Process – Department of Legislative Services Fiscal Analysts Lesley Cook and Mike Sanelli
  - 11:15 a.m. – 11:45 a.m.: The Role of MACo in the Legislative Process – MACo Associate Director Andrea Mansfield
- 11:45 a.m. – 12:30 p.m.**      **Walking Tour of State Capitol, Senate, and House Buildings**  
Two-group guided tour by Department of Legislative Services
- 12:30 p.m. – 1:15 p.m.**      **Catered Box Lunch in Lowe House Office Building – Room 170**
- 1:15 p.m. – 2:30 p.m.**      **Budget and Bill Hearing Process in House Appropriations Committee Room – Room 121**
- 1:15 p.m. – 1:45 p.m.: The Bond Bill and Budget Hearing Process – House Appropriations Committee Staff Dana Tagalicod and Nicki McCann
  - 1:45 p.m. – 2:15 p.m.: The Bill Hearing Process – Senate Judicial Proceedings Committee Staff Shirleen Pilgrim
  - 2:15 p.m. – 2:30 p.m.: Tips on Testifying – MACo Associate Directors Les Knapp and Andrea Mansfield
- 2:15 p.m. – 2:30 p.m.**      **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.