

**MACo Half-Day in Annapolis Seminar**  
**November 9, 2011**  
**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 and Introductions–  
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.: What is MACo and its Role in the  
Legislative Process? – MACo Associate Director Andrea  
Mansfield
  - 11:15 a.m. – 11:45 a.m.: The Fiscal Note Process – Hiram Burch,  
Department of Legislative Services, Manager, Fiscal Analysis
- 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 the Thomas V. Mike Miller, Jr. Senate  
Building; President's Conference Center West I**
- 1:15 p.m. – 2:30 p.m.**      **Budget and Bill Hearing Process in Senate Budget and Taxation  
Committee Room - Room 3W**
- 1:15 p.m. – 1:45 p.m.: The Bond Bill and Budget Hearing  
Process – Erika Schissler and Mathew Bennett, Senate Budget  
and Taxation Committee Staff
  - 1:45 p.m. – 2:15 p.m.: The Bill Hearing Process – David Smulski,  
Senate Finance Committee Staff
  - 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.