

2025 Session Legislator Orientation

Agenda

Tuesday, November 12th		
TIME	EVENT	LOCATION
7:00 - 9:00 am	Legislator Photos – Today ONLY	Legislative Audit Conference Room 165
8:00 – 9:00 am	Legislator Grab & Go Breakfast	Rotunda
9:00 am – noon	Senate & House Caucuses Election of Leadership	House Chamber (House R) Room 317 (Senate R) Room 303 (House D) Room 137 (Senate D)
12:00 - 1:00 pm	Lunch	Rotunda
1:00 - 2:00 pm	Intro to Mentor Groups	Mentor Group Rooms <i>(See name badge)</i>
2:15 - 3:00 pm	IT Essentials	Room 317
3:00 – 5:30 pm	Legislator Photos – Today ONLY	Legislative Audit Conference Room 165
All Day	Get What You Need – Checklist Items	Room to Roam
	Official Business Tools – Senate & House Set up e-signatures, business cards, badges, Page applications, Housing List, Committee preference form support, keys, etc.	3 rd Floor: Senate tables in Fan Window House tables in Chamber Anteroom
	Capitol Tours Find bathrooms, offices, nooks, crannies	Information Desk (Middle of 1 st floor)
	Technology Support Set up email, configure devices, and all electronic needs	Room 317
	Financial Support Turn in employment forms	Room 154
	Retirement and Health Benefits	Information Desk (Middle of 1 st floor)
	General Questions Policy / Fiscal / Audit	First Floor
6:00 pm	Legislator Dinner	Helena Civic Center

Wednesday, November 13th

TIME	EVENT	LOCATION
7:30 - 8:30 am	Legislator Breakfast	Rotunda
8:30 - 9:00 am	Legislative Division Introductions <ul style="list-style-type: none"> • Legislative Services Executive Director • Legislative Fiscal Analyst • Legislative Auditor • Secretary of the Senate • Chief Clerk of the House 	House Chamber
9:15 - 9:45 am	Legislative Portal Training	House Chamber
10:15- 11:00 am	Public Records	House Chamber
11:15 - 12:00 pm	Bill Drafting 101	House Chamber
12:00 - 1:00 pm	Lunch	Rotunda
1:00 - 1:45 pm	Drilling Down on Bill Draft Preparation	Mentor Group Rooms <i>(See name badge)</i>
2:00 - 2:45 pm	Legislative Audit Division Presentation	House Chamber
3:00 - 3:45 pm	Committee Basics	Mentor Group Rooms <i>(See name badge)</i>
All Day	Get What You Need – Checklist Items	Room to Roam
	Official Business Tools – Senate & House Set up e-signatures, business cards, badges, Page applications, Housing List, Committee preference form support, keys, etc.	3 rd Floor: Senate tables in Fan Window House tables in Chamber Anteroom
	Capitol Tours Find bathrooms, offices, nooks, crannies	Information Desk (Middle of 1 st floor)
	Technology Support Set up email, configure devices, and all electronic needs	Room 317
	Financial Support Turn in employment forms	Room 154
	Retirement and Health Benefits	Information Desk (Middle of 1 st floor)
	General Questions Policy / Fiscal / Audit	First Floor

Thursday, November 14th

TIME	EVENT	LOCATION
8:00 - 8:45am	Legislator Breakfast	Rotunda
9:00 - 9:45am	Surviving and Thriving Your First Session	Mentor Group Rooms <i>(See name badge)</i>
10:00 - 10:45am	Legislator Portal Training	Room 317
11:00 - 11:30 am	Floor Session 101	House and Senate Chambers
All Day	Get What You Need – Checklist Items	Room to Roam
	Official Business Tools – Senate & House Set up e-signatures, business cards, badges, Page applications, Housing List, Committee preference form support, keys, etc.	3 rd Floor: Senate tables in Fan Window House tables in Chamber Anteroom
	Capitol Tours Find bathrooms, offices, nooks, crannies	Information Desk (Middle of 1 st floor)
	Technology Support Set up email, configure devices, and all electronic needs	Room 317
	Financial Support Turn in employment forms	Room 154
	General Questions Policy / Fiscal / Audit	First Floor