

DOs & DON'Ts

TIPS FOR MEETING WITH YOUR MEMBER OF CONGRESS

Do

- Be ready for any potential changes that could occur to your meeting (time, location, participants).
- Familiarize yourself with your Member of Congress. Introduce yourself and everyone in your group (name, organization, patients treated).
- Give a brief description of the issues you will be discussing and use your supplied Issue Briefs. Give real life examples of how these issues affect you and your residents.
- Have an “Ask” for each issue you bring up! This is a direct action that you would like the Member of Congress to make (i.e. Co-sponsor a piece of legislation, write or sign-on to a letter, etc).
- Listen to the Member’s/staffer’s questions and be as responsive as possible.
- Follow up the meeting by thanking the Member on social media ([Facebook](#) and [Twitter](#)) for meeting and promoting your message.
- After the meeting, email a thank you note to the Member which includes a follow-up to any commitments made during your meeting. Additionally, send a request for the Member to attend a facility tour.

Don't

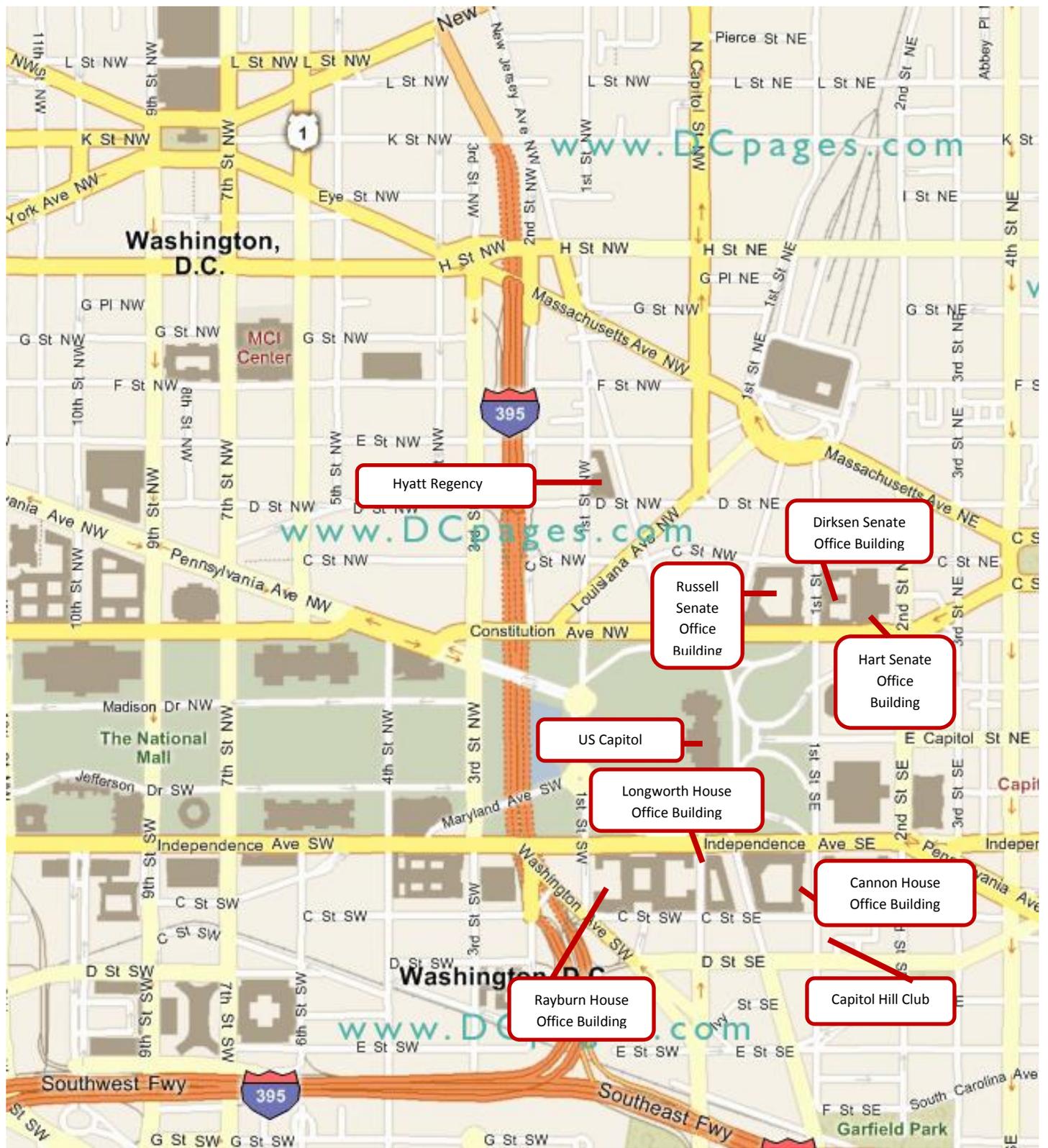
- Bring up fundraising or campaign support issues in conjunction with your lobbying visit.
- Be argumentative or threatening.
- Assume a Member of Congress understands our issues or remembers meeting you previously.

Questions?

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Quick tips for navigating Capitol Hill:

- Cabs will know where to go if you simply tell them the name of the Capitol Hill office building
- Plan on arriving at least 15 minutes early for your meeting to allow time for security lines.
- You'll need to pass through a metal detector and put your belongings through an x-ray machine upon entrance—you can prepare yourself ahead of time while waiting in line. No weapons or sharp objects.
- Once you are inside the office buildings, underground tunnels connect all the House buildings and Senate buildings, respectively—you do not need to go outside and through security again unless you are going from the House to the Senate

REMINDER: The Capitol Hill Club will serve refreshments from 11:30 – 3:00 but **lunch will only be served from 11:30 – 2:00.**