



MEETING WITH MEMBERS OF CONGRESS

Do's and Don'ts

DO

Before the Meeting:

- ▶ **Have Your Technology Ready.** Make sure you have the Zoom desktop app downloaded and that the audio/video is working. A handful of you may have a meeting via conference call instead of through a Zoom link - please check your state's schedule beforehand to find this information if needed.
- ▶ **Plan Your Meeting.** Have the ALTA congressional meeting guide with you. Attend the Virtual Capitol Hill Meeting Training on Tuesday from 12:30 - 1:30 pm ET, along with the Advocacy Training and Delegation Preparation Session from 3:00 - 4:30 pm ET. With your state delegation, plan out who will lead the conversation and what each person will cover while making sure to cover all talking points. Check the Member's congressional website for biographical info and committee assignments.
- ▶ **Be Respectful of a Legislator's Time.** It is likely you will only have 15-20 minutes – make the most of it. Show up on time and follow your meeting plan. If your schedule changes and you can't make your meeting, immediately text or call Kirstie Tucker at **202-528-9033**. We want to be respectful of everyone's time and avoid any "no-shows."

During the Meeting:

- ▶ **Be Aware of Your Technology.** Make sure you are muted and that there is limited background noise when speaking. If possible, keep your camera on and make sure your background is presentable.
- ▶ **Be Gracious.** Before leaving the meeting, thank the Member and any participating office staff for their time and consideration of your requests.

After the Meeting:

- ▶ **Stay on the Radar.** Send a thank-you email to the Member and any staff you met with. Make sure an ALTA staff member or someone in your delegation fills out the [survey](#) for each meeting.

DON'T

- ▶ **Don't Talk Politics.** Don't talk about politics or bring up campaign activities or TIPAC contributions.
- ▶ **Don't Get Off Topic.** Stick to the main message of the meeting. If you get off topic, return the meeting to your talking points.