

Material Advantage Congressional Visits Day

Day of Your Scheduled Meetings Guide... and After

You've done it! You have successfully scheduled meetings for May 18 and/or May 19. Review the notes below to make sure that you and your group are prepared to hold a successful meeting with your members of Congress and/or their staff.

1. **Be sure to log in to the meetings at least 5 minutes early.** Often, your meeting will start late because the staffer or member is running late. Although, this does not mean that you should be late.
2. **Your meeting will likely be no more than 15-20 minutes, so make sure to connect but do not allow the conversation to get sidetracked.** Select 1 or 2 key items to discuss that may be most relevant to the lawmaker.
 - Although all attendees will want to provide a short introduction, designate a speaker from your group to present the issues.
 - Your group's designated speaker will want to make sure that a concise elevator speech is well thought out and prepared.
3. **Refrain from expressing your own political and/or personal views.**
4. **Often personal stories sell the importance of an issue.** This is where you can share a story of how "___ funding provided ___ for our university. This then allowed me to insert success story here."
5. **Never lie.** It is ok if you do not know something, be honest and say so, but offer to follow up and send more information soon.
6. **Let them know that Material Advantage and its partner societies may act as a resource for them.** Do not be afraid to ask what we can do to get them more engaged in our issues and what information we can provide to assist their legislative efforts.
7. **Remain on mute if you are not speaking.**
8. **Pay attention to the message(s) that you are relaying.**
 - Turn off cell phones and refrain from holding side conversations
 - Remove any/all distractions while you are on the call.
 - Remember that you are on camera! 😊

9. Take notes if needed – especially if you plan to follow up with the office.
10. Thank the Congress member or staff for their time and support
11. At the end of the meeting, request permission to do a screen capture (photo).

After Your Meetings Guide

1. Send a thank you email to the staff and/or Congress member.
2. Provide any follow up information that was promised, in a timely manner.
3. Make sure that the basic information for each of your scheduled meetings is recorded on the **Meeting Scheduling and Inter-state Collaboration worksheet**. This information is helpful for future years and so that CVD organizers can help to convey your successes to the Material Advantage partner societies.
4. Provide the Material Advantage CVD organizers with feedback on your meetings.
What worked? What did not work? Anything we can change for future programs? Send in any captured photos to ynatividad@ceramics.org.
5. Keep in touch with the office, either on the issue with which you met them or on any new **issues**. You may want to visit with them (in person?) during next year's CVD! Keep the relationship alive if you can.