

Material Advantage Congressional Visits Day

The Week of Your Scheduled Meetings Guide

You've done it! You have successfully scheduled meetings for **April 18** and/or **April 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. **Confirm your appointment(s) a day in advance – and be prepared for the office/staffer to ask if you can reschedule to another time.**
2. **Review your talking points and be prepared to make personal connections and share your own connections to funding.**
3. **Dress should be business formal as Capitol Hill is a professional environment. You will be representing not only Material Advantage but your university as well. Remember to conduct yourself in a professional manner.**
4. **Know with whom you are meeting. You may end up meeting with a staff person. (See MA CVD Common Terms document for list of possible staff persons you may meet with.)**