

Material Advantage Congressional Visits Day

Day of Your Scheduled Meetings Guide... and After

You've done it! You have successfully scheduled meetings for **April 2** and/or **April 3**. 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. Your meeting will likely be no more than 15-20 minutes, so make sure to connect with the individual you are meeting with 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.
- 2. Refrain from expressing your own political and/or personal views.**
- 3. 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."*
- 4. 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.
- 5. 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.
- 6. Designate someone to take notes if needed – especially if you plan to follow up with the office.**
- 7. Thank the Congress member or staff for their time and support.**
- 8. At the end of the meeting, request permission to take a group photo.**

See following page for the "After Your Meetings: Guide"!

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 photos to foundation@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 again during next year's CVD! Keep the relationship alive if you can.