

## SCHEDULING YOUR CONGRESSIONAL MEETINGS

**Please note:** We suggest you send the first of these emails by March 14 to ensure time to make contact and schedule the meeting. Please coordinate with your state government affairs chair to avoid multiple requests to a single office. Each attendee should try to meet with their member of the U.S. House of Representatives, as well as their two Senators.

- 1. Identify your Members of Congress.** If you're not sure who your representative is, [look them up](#) using your ZIP code. Note you may need the +4 code following your ZIP. A piece of mail might have this information handy.
- 2. Reach out to the Member's office.** If you already have a contact in the office, reach out to them to schedule a meeting. If not, most Members of Congress have a "contact" section on their website. Sometimes you can fill out a form to request a meeting directly. Otherwise, call the D.C. office number and ask for the email address for the scheduler.
- 3. Email and request the meeting.** If there was no meeting request form, email the scheduler and request a meeting with your Member of Congress. Include your name and what organization (ENA) you represent. Feel free to mention the meeting topic, "ENA health care legislative priorities" if asked.
- 4. If the Member of Congress is not available, accept the meeting with staff (whether your meeting is in-person or virtual).** As we will discuss, meeting with staff is a great way to build relationships with those who will have the closest contact to your priorities. These relationships are as important as those with the Members of Congress.
- 5. Be flexible on the meeting platform.** If you have scheduled a virtual meeting, determine which meeting platform the congressional office wants to use, as many offices have a preferred and secure platform. Common platforms used by offices include Zoom, WebEx and Microsoft Teams. Many offices prefer to hold meetings by phone and will likely provide you with a conference call dial-in number before the call. If the congressional office does not have a preferred platform (which is unlikely), please be ready to suggest a platform.

In your request, make it clear that you will be in Washington, D.C. on April 17 and would like to schedule an in-person meeting on that day. If you are unable to schedule an in-person meeting for DOTH, a virtual meeting might be a good alternative. The best dates to schedule a virtual meeting are from April 18–25.