Preparing for Day on the Hill Meetings

- Be thoroughly prepared for your meeting. You should know the issue, including the main points, bill number (if a bill exists), and where it is in the legislative process. In addition, you should research the Senator’s/Representative’s background and work on the subject.
  - Try to know if the Senator/Representative is a cosponsor of any bill you will be discussing.
  - ENA will provide you with a leave-behind folder that will contain (1) an introduction to ENA and (2) a one-page summary on each issue that you will be discussing in the meeting.
  - Because meetings are generally short, it is important to be focused only on ENA’s Day on the Hill issues in order to be more effective.
- In discussing your priorities, be concise and to the point
  - ENA’s summary material on each bill will walk you through important points to make
  - Don’t forget to “make the ask!”
- Be politically smart
  - Confirm you are a constituent; note where you live and work
  - Tell your story to personalize the issue
  - Do not mention political contributions or affiliations
  - Do not engage in arguments

- Be ready to respond to questions
  - Anticipate arguments against your position and have answers ready
  - If you are not sure of answer, promise to follow-up with information
  - Leave behind information on ENA and the specific issues you discussed in the meeting.

Tips for Success:

**DRESS CODE:** Business casual with comfortable shoes

**WHAT TO BRING:** A pad and pen or device for taking notes, business cards, government I.D. and a mask (just in case)

**TELL YOUR STORY:** Lawmakers will remember the story more easily than data

**GET TO THE ASK:** Be aware of time to ensure you have enough to make the ask

**LEAVE-BEHIND:** Don’t forget to give your Congress member the folder

**FOLLOW-UP:** Reach out after the meeting to establish a real connection