



MAY 3-4, 2022



## SCHEDULING YOUR CONGRESSIONAL MEETINGS

Please note: The COVID-19 pandemic has presented unprecedented challenges to interacting with Congressional offices in person. Since March of 2020, Congressional office buildings have been closed to the public. The Congressional offices that are scheduling in-person meetings are doing so on a case-by-case basis, and each such office has their own safety protocols and availability is often dependent on their staffing capabilities.

While we encourage you to request in-person meetings according to your own comfort level, please be advised that many offices may decline and opt for a virtual meeting instead.

**Please note: Each attendee should reach out and request a meeting with their member of the U.S. House of Representatives, as well as their two Senators. We suggest you send the first of these emails by April 1, to ensure time to make contact and schedule the meeting.**

- 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, go ahead and 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.

In your request, make it clear that you will be in Washington, D.C. on May 4 and would like to schedule an in-person meeting on that day. If the Congressional office is not hosting in-person meetings, you should go ahead and schedule a virtual meeting. The best dates to schedule a virtual meeting are from May 5-13.

- 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.