



MAY 11, 2021



Preparing for the Day off the Hill Virtual Meetings

- Now that you have scheduled your virtual meetings with House and Senate offices, ensuring that you are prepared is essential.
- After a technology platform is determined, make sure you have downloaded any needed software to facilitate the interaction.
- If you are participating with other ENA Members, it is especially important to plan the flow of the meeting and who will discuss which bills in order to ensure a smooth and successful meeting.
- 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.
 - It is especially important that you find out if the Senator/Representative is a cosponsor of any bill you will be discussing.
 - ENA has provided you with documents to share with Congressional staff prior to your meeting (if you are meeting with a Representative or Senator directly, share the documents with the scheduler or staffer you are working with to schedule the meeting). These documents include: (1) an introduction to ENA and (2) a one-page summary on each issue that you will be discussing in the meeting.
 - In your meeting, it is important to be focused only on ENA's Day off the Hill issues. In a short meeting, this is more effective than trying to raise every possible issue of concern.
- In discussing your priorities, be concise and to the point.
 - Have a specific request or "ask" (**examples only**):
 - Please vote for H.R. 2400, the Health Care Common Sense Act.
 - Please sign a letter urging HHS to expand the role of nurses in emergency care.
 - Please cosponsor H.R. 1000, the NIH Full Funding Act.
 - ENA's summary material on each issue will include a specific "ask."
- Make life easy for the Senator/Representative/staffer. Provide them with the key information before the meeting, allowing staff time to prepare for the meeting.
- Be politically smart.
 - Confirm you are a constituent; note where you live and work.
 - Do not mention political contributions or affiliations. Establish a connection on the issue; personalize the problem.
 - Do not engage in arguments.
- Be prepared to tell a story that underlines the need for action on the part of your Senator/Representative.
 - Legislators can have trouble remembering facts, but they never forget a good story.
- Be ready to respond to questions.
 - Anticipate arguments against your position and have answers ready.
 - If you are not sure of an answer, promise to followup with information.
- Be sure to follow up with anyone you meet within 48 hours via email. Thank them for their time and provide feedback on any outstanding questions or issues.

GIVE US FEEDBACK ON YOUR MEETINGS BY CONTACTING:

ENA Director of Government Relations, Rob Kramer at rob.kramer@ena.org or 202.465.4756.