

Setting up meetings with your Members of Congress

In preparation for your visit to Capitol Hill we have prepared a “tip sheet” on how to schedule a meeting with your members of Congress. We would encourage you to start the process as soon as possible.

Schedules on Capitol Hill fill up quickly so you should start early and be persistent. By following these detailed instructions, scheduling meetings with your Members of Congress will be greatly simplified:

1. Gather Contact Information:

House of Representatives:

If you are not sure which congressional district you reside in, go to www.house.gov, and fill out your zip code in the upper left side of the webpage. Try addresses for both your work and home address. This will tell you the name of your Representative(s) in the U.S. House of Representatives and their contact information. **Enter the location of both your work and home address, they may be in different congressional districts and it is acceptable to visit both.**

Senate:

To find your members of the Senate, go to www.senate.gov, and pick your state from the ‘Find Your Senators’ pull down bar in the upper right corner of the webpage. This will provide with the names of your two Senators and their contact information.

2. Call the Washington D.C. offices

After gathering the contact information as noted above, call each office’s Washington, DC office. Once connected to the office, ask to speak to the scheduler. Let them know that you are a constituent and a member of The Endocrine Society. **Tell them you will be in Washington on June **, 2009, and would like to schedule a brief meeting with your Member of Congress.** The scheduler may not be able to confirm a meeting at that moment, so it may be necessary to make subsequent follow-up calls.

In addition to speaking with the scheduler, ask to be connected to the staff person, or Legislative Aide, who handles health care issues for the Member. Let them know that you are scheduling a meeting with the Member of Congress and that you would like to meet with them also. If the Member is unavailable for a meeting, attempt to confirm a meeting with the staff person - the Legislative Aide.

What to say: You should check on the positions of the legislator who you are calling by visiting their website and be prepared to explain what topic you wish to address. This can be general, such as, that you want to talk about health care/biomedical research issues.

The congressional staff may request that you submit a written request for a meeting by email or fax. A very simple letter will suffice and the request should be handled expeditiously.

3. Confirm Meeting

Finally, as the meeting date approaches, call the congressional offices to confirm the time and place of the meeting. Congressional schedules can change at a moment's notice.