TIPS FOR A SUCCESSFUL CONGRESSIONAL OR AGENCY MEETING

TELL YOUR STORY

Personalize your message to Members of Congress, Agency official and staff. Articulate your institution's needs and connect the work you do to job creation and our nation's ability to be globally competitive.

PRIOR TO YOUR MEETING

- *Know with whom you are meeting:* Review the bio of Members of Congress and Agency officials you are scheduled to meet and know about the work of the office and programs you want to discuss.

- *Know your materials:* Be familiar with the advocacy, briefing materials and correspondence you are taking with you to the meeting.

- *Prepare a short agenda of items:* you want to discuss and realize you will have a limited set amount of time to hit the important

- *Connect your issue to the office you are visiting:* Be prepared to explain how your issue or and policy position is relevant to Member's constituents.

DO'S AND DONT'S DURING YOUR MEETINGS

- *DO* arrive early

- *DO* begin by thanking the Member, agency official or staffer for their time and support (if applicable).

- *DO* be concise and articulate in your delivery. Explain your concerns on particular issues and personalize your story.

- *DO* listen carefully to what is said and shared with you in the meeting and review later.

- *DO* give examples of how federal program dollars are wisely spent to support important activities on your campus.

- *DON'T* be disappointed or ruffled if meeting times shift or if who you are scheduled to meet with suddenly changes.

- *DON'T* be argumentative even when your views may differ from those of a Member or staffer.

- *DO* end your meeting with one or two clear points and leave any materials behind.

- *DO* use these meetings as a springboard for future engagement and stay in touch throughout the year. Remember, you want to build relationships with Congressional offices and agency program staff.

AFTER YOUR MEETING

- Review your notes on issues and questions raised.

- Follow-up with a personal note

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