



Successful Meeting Tips

Visiting Members of Congress in their offices is an effective way to discuss issues that are most important to your cancer center. Face-to face contact provides the opportunity to get to know your legislator personally. Below are tips that will help you make the most of your visits with your member of Congress.

- ✓ **Contact the Washington scheduler for your Representative and/or Senator with a formal meeting request.** Due to the busy schedule of a Congressional office your meeting may be with legislative staff rather than the member of Congress. The meeting with the legislative staffer can be equally beneficial since he/she deals with the issues that matter to cancer centers most on a daily basis.
- ✓ **Prepare a clear and concise issues list.** The scheduler may ask that you fax an appointment request to the office and list the issues you wish to discuss. You can use the issue briefs found on the AACI website.
- ✓ **Be reasonable in your request for time.** Legislator's schedules change at a moment's notice. Fifteen minutes is adequate for a meeting.
- ✓ **Be prepared and on time for your meeting.** If you want to discuss a specific issue, know how specific legislation will impact your cancer center. Plan on arriving at least ten minutes early. When scheduling your appointments, be sure to leave enough time between appointments to travel between buildings on both the House and Senate side.
- ✓ **Prepare clear and concise materials for your meeting.** AACI staff is happy to provide you with materials on current issues impacting cancer centers that you may leave with your legislator or Congressional staff. It is important to include data specific to your cancer center in your leave-behind materials.
- ✓ **Follow-up following your visit.** Write a letter thanking your legislator or the staffer who assisted you for their time, and highlight the essential points of your discussion. Invite the legislator to visit your cancer center in the near future.