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CHANGE MAKERS SUMMIT '23

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What is the goal of congressional visits?

- Opportunity to educate Members about the issues that are important for the Latino community.
- Opportunity to advocate for solutions that can make life better for the Latino community.
- Opportunity to get a better understanding of how Congress works.

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What can I expect in these congressional visits?

- Meeting with your representative or their staff.
- Discussion about issues that are important for you and your organization.
- Advocacy on what you would like to see Congress do.

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How do I set up a congressional visit?

- Find out who your Member is.
- Call your Member's office to find out who their scheduler is.
- Email the Member's scheduler to ask for a meeting.

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What should I include in my email to the scheduler?

- Request that you would like to meet with your Member.
- Identify yourself as a constituent and/or that you work for an organization that serves the Member's constituents.
- Identify the issue that you would like to discuss.

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What if I don’t get a response from the scheduler?

- Follow up and let them know that you sent a meeting request.
- If the Member is unavailable, ask to meet with the staff person who handles the issue/s for the Member that you wish to discuss.

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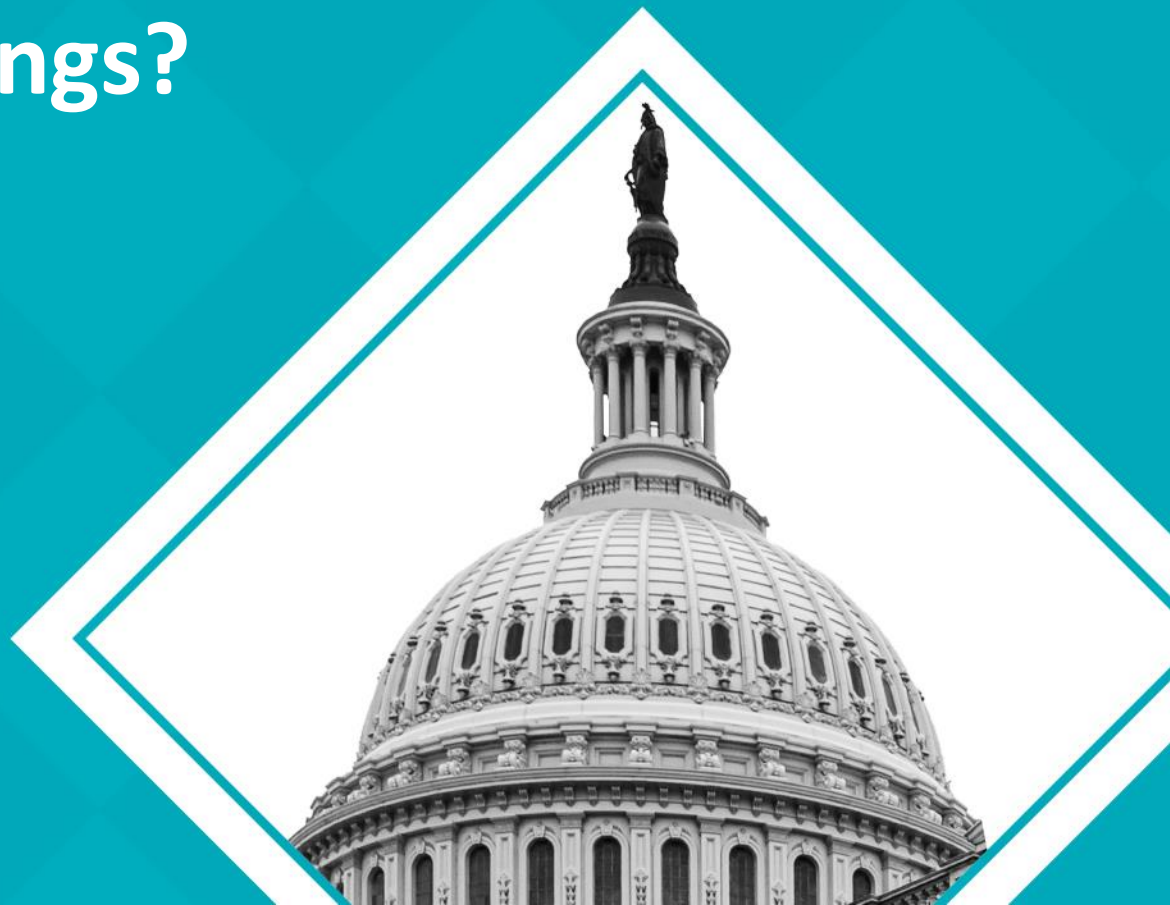
Is there anything else that I should know about setting up meetings?

- Leave enough time between meetings.
- Try to arrange consecutive meetings in the same buildings, or in buildings close to each other.
- Group House and Senate meetings together.



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How To Make The Most Out Of Your Meeting

Establish goals.

- Are you there to introduce yourself/organization? Educate your Member about a problem and possible solutions in their community? Ask for the Member's support for a policy or piece of legislation?
- Set one or two goals, be prepared and concise, deliver your ask of the Member, and allow them and/or their staff to respond.

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How To Make The Most Out Of Your Meeting

Prepare for the meeting in advance.

- Familiarize yourself with your Member.
- Prepare an agenda beforehand.
- If applicable, prepare a one-pager or other short resource that you can leave behind.
- Identify who will say what.
- Bring your organization's work to life by sharing a story.
- Make an ask.

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What does a typical agenda look like?

- Prepare for a 15–20-minute meeting.
- Thank the Member/staff for their time.
- Introduce yourself, organization, and others in the meeting and how they are connected to the Member's district/state/constituents.
- Lay out the issue you want to raise and share a story that emphasizes why the Member should care.
- If applicable, deliver an ask.

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Any final guidance?

- Members prioritize constituent meetings.
- Congressional staff have significant influence over Members.
- Make sure your agenda is solid.
- We will be providing this training and a “Congressional Meetings 101” resource.

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Questions? Comments? Concerns?

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