Procedures

for 2021 Virtual Capitol Hill Meetings

# Meetings with Congressional Staff

1. Members are responsible for scheduling their own meetings.
	1. State coordinators will schedule Senate meetings. To find your state coordinator, check the [MLA 2021 Capitol Hill Meetings page](https://www.mlanet.org/p/cm/ld/fid%3D1808). If you do not see a coordinator for your state, contact Maggie Ansell and/or Mary Langman for more information.
	2. House meetings are individual member(s) responsibility.
2. Meetings should be scheduled 2-3 weeks in advance.
3. Keep track of the date, time, House/Senate/Congressional staff member you are meeting with, and other members of your group who participated – you will need it for the evaluation form.

# Documents

1. **E-mail Template.** Use this email template to initially contact your Congressional staffer. Include the following attachments to your email: Cover Letter, PDF Packet of Informational Material, and an NLM Outreach State Map.
2. **Cover Letter.** There are 3 ACTION items to customize your cover letter listed in red.
	1. Add your appropriate state/county/city name
	2. Write 1 to 2 sentences sharing an NLM resource or a funding project that has helped your community.
	3. Save the Cover Letter as a PDF.
3. **Packet of Informational Material.** This is a PDF file with support materials about the issues we will address during the online meetings. Materials include:
* How You Can Support NLM (Infographic)
* NLM’s A Platform for Biomedical Discovery and Data-Powered Health (Fact Sheet)
* NLM’s COVID-19 Response (Fact Sheet)
* NLM’s Health Information Equity Response (Fact Sheet)
1. **NLM Outreach State Maps.** To access your state map, click the link on the [MLA 2021 Capitol Hill Meetings page](https://www.mlanet.org/p/cm/ld/fid%3D1808) to download a zip file with all of the state maps, and save the map for your state.
2. **Talking Points for Your Meetings.** This document doesn’t need to be shared and is just for your own personal use during the meeting. Feel free to customize the talking points available on the MLA website to direct your conversation with Congressional staffers. Once you know who you will be meeting with, check out their Linked-In profiles and do a google search to learn more about their background and areas of expertise.

# After the Meeting

1. After each of your meetings fill out the evaluation form and send it to Mary Langman.
2. Attend the Advocacy Immersion Session on Tuesday, May 25th, at 3:30pm CST to share your experiences and hear how your colleagues’ meetings went!