



CONGRESS AT HOME



Easy Steps to Schedule a Meeting with Your Member(s) of Congress at Home

- ✓ **Look up your members of Congress and their meeting request procedure**
 - Search for your members of Congress on the ADA's website here: https://donations.diabetes.org/site/SPageServer/?pagename=SD_Elected_Officials_Responsive
 - Visit your members' websites and learn their procedures for submitting a meeting request. Most offices have an online form on their website.
 - **Pro Tip:** ADA Grassroots Advocacy Staff can help you identify your lawmakers' scheduling staff, simply email us at grassroots@diabetes.org for help.

- ✓ **Tailor your meeting request**
 - We have created a template invitation you can easily personalize. Simply add your own information and meeting needs and submit this invitation to your members of Congress. You can access the template invitation [here](#):
 - **Pro Tip:** Share a bit about your connection to diabetes by personalizing your invitation.

- ✓ **Submit your meeting request**
 - Email your invitation to both the Washington DC and district or state scheduling staff
 - **Pro Tip:** Remember to be as flexible as possible with your invitation, as this will help you secure a meeting.

- ✓ **Follow up on your request—multiple times**
 - Persistence may be key when it comes to securing a meeting!
 - Send follow up emails inquiring on the status of your invitation every two weeks, or every week as the recess period nears.
 - You can call your congressional office(s) to follow up on your invitation – simply find the office's phone number on their website. When you place the call, ask to speak with the scheduler, introduce yourself and ask the scheduler to confirm they received your invitation and politely inquire as to when they will confirm the request.
 - **Pro Tip:** If you know any of your legislators' staff, now is the time to ask for their help confirming the meeting. Let them know you submitted an invitation and ask if they can help prioritize time on the Representative/Senator's schedule during recess.

- ✓ **Confirm your meeting with your member(s) of Congress**
 - Once you confirm your meeting(s), let ADA Grassroots staff know by emailing grassroots@diabetes.org. Make sure to share meeting date and time, location and who you will be meeting with (congressional member and/or staff)
 - ADA staff will help you prepare for your meeting by sending you talking points, factsheets and leave-behind materials.
 - ADA staff can also help coordinate your meeting with other Diabetes Advocates in the area.