

10 Tips for Hill Day Meetings:

HOW TO MAKE THE MOST OF YOUR TIME AND COMMUNICATE EFFECTIVELY



1. **Be Flexible** – Meetings can be cut short and you may end up meeting with a legislative staffer rather than the member of Congress; go with the flow
2. **Be Prepared** – arrive on time and with any handouts you plan on distributing
3. **Introduce Yourself** – Make sure everyone in your meeting introduces themselves
4. **Explain** – Tell the person you are meeting with why you are there and why learning disabilities are an important issue in their home state/district
5. **Never assume** – The person you are meeting with may work on several different issues. You are the expert so make sure you give specific examples from your own experiences
6. **Thank Them** – Thank the person you meet with at the beginning and end of the meeting
7. **Ask Questions** – Ask about the office’s position on your issues
8. **Manage Your Time** – Staffers may have dozens of meetings in a given day so organize your thoughts ahead of time, especially if you are with a large group
9. **Be Concise** – It may help to designate a spokesperson if you are attending a meeting with several parents; make sure you have a unified message and no more than 3 topics
10. **Follow Up** – Send a thank you letter and stay in touch with the congressional office, offer to answer any questions they may have and how best to follow up (e-mail)