

# Steps to a Successful Meeting with your Congressional Representatives

American Society of Nephrology

Winter 2013



# Scheduling Meetings

- Locate the phone number for your Senators' and Representative's local office using the hyperlink on the ASN Resource Page.
- Call and introduce yourself.
- Request a meeting to discuss kidney disease and medical research with their office.
- Provide the office your contact information and thank them for their help.



# Meeting Prep

- Review the meeting talking points on the ASN Resource Page.
- Go to Meeting Fact Sheets and print copies (one for you and two for each office you meet with) from the ASN Resource Page:
  - ASN: Leading the Fight
  - Kidney Disease Research: From Concept to Cure
  - NIH Research Funding **for your state**
  - White House Examples of Sequestration's Impact **for your state**
- Bring business cards to give everyone you meet.
- Use your phone or bring a camera to take pictures with everyone you meet if they allow.



# Conducting Meetings

- Arrive 5 minutes before each meeting, but no earlier.
- Start by thanking everyone for the opportunity to meet.
- Refer to the two fact sheets while going over your talking points.
- Thank whoever you're meeting with again and ask if they have any questions, comments, or would like additional information.
- Ask if you can take a picture with them.



# Meeting Follow-up

- Email pictures you took to [policy@asn-online.org](mailto:policy@asn-online.org). Please include names and titles of people in the pictures.
- Complete the post-meeting survey questions on the ASN Resource Page.

