

Meeting with Legislators In-District: Tools and Tips

What is an in-district visit? You meet with your elected official or their staff in the district instead of traveling to Washington, D.C. You share your expertise and experience, and encourage the elected official to take action on specific issue(s).

Requesting Your Meeting

- Find contact information for your elected official's office on [their website](#). You can call the official's district office (not the D.C. office) and ask for the scheduler's name, number, and email address.
- Request a meeting via email and/or phone call to the elected official's scheduler.
- Your meeting request should include: a range of times you are available to meet; your contact information; the fact that you are a constituent; and specific issue(s) or legislation you would like to discuss.

Preparing for Your Meeting

- Check the AADA's [Advocacy](#) resources for the latest information on relevant issues.
- Check your [elected official's website](#) and social media accounts to familiarize yourself with their priority issues and anything that will help you relate your talking points and stories to their interests. Prepare to thank them for any recent votes in support of AADA priority issues.
- Plan no more than 3 specific issues/bills to focus on and prepare talking points and a relevant personal story for each. Be prepared to explain why the issues you are raising are urgent – i.e. an upcoming vote or current events. Have specific ask(s) such as cosponsoring a bill, or voting for/against a bill.
- Print any informational materials you may want to leave with the office.
- Let the office know if you are planning to bring any colleagues, residents, medical students, etc. with you to the meeting. A maximum of four attendees is recommended.
- If you are bringing anyone with you, discuss talking points, and which stories you want to share as examples, in advance.

During Your Meeting

- Bring ID in case you're asked for it when you arrive, as well as business cards.
- Silence your phone during the meeting but keep it available if you have an opportunity for a photo with your elected official.
- Be prompt and patient. Elected officials have tight schedules that may change. If your meeting changes to a meeting with staff, that is still valuable and worthwhile!
- Start the meeting by introducing yourself, thank them for taking time to meet with you, and mention any personal connection you may have with the office.
- Keep your remarks focused and stick to your planned topic. You will likely have 20 minutes or less with staff, and 10 minutes or less with an elected official.
- Provide personal and local examples of the impact of the legislation you are advocating for.
- Thank them for any recent votes in support of the AADA's priority issues.
- If you don't know the answer to a question or if they request additional materials, this can be a great opportunity to follow up afterward and/or connect them with AADA Advocacy staff.

After the Meeting

- Immediately after the meeting, debrief with anyone who joined you on how you feel it went, and agree on how and when to follow up.
- Each person who participated in the meeting should send a personal thank you to the elected official and/or staff you spoke with. This can include follow up information and materials, or a timeline for sharing more information.
- Email grassroots@aad.org to let AADA staff know how the meeting went, and the response to your specific ask.