



Hill Meeting Guidelines



Before the Meeting

- We strongly recommend wearing business attire and comfortable shoes.
- Make sure you get to your location early. There's security for each building and the Member and/or Staffer will need some time to set up. You will also be walking from one office to the next between meetings and that will take time.
- **A consistent and unified message is critical to being effective.**
- Review the Issue Papers and Talking Points. They are an excellent resource for understanding a specific issue area and make discussing the problems in healthcare easier
- We're meeting with these offices as a team. Just like in sports, teams that work together are successful.

Start of the Meeting

- Greet the Member and/or Staffer, introduce yourself & tell them where you're from, and thank them for taking the time out of their busy schedules to meet with you.
- Let the Member and/or Staffer know that there are several other patient advocates on the Hill today.

Legislative Discussion

- The Team Leader will guide the discussion and outline how the issues affect patients.
- Feel free to add your own perspective on the issue being discussed and how it has affected you when the opportunity arises.
- Follow the pace that the team leader sets.
- **Do not** get political. We're going to be meeting with Democrats and Republicans and we want to present these issues in a non-partisan way.
- Show interest in the topics. Members and Staffers will recognize your enthusiasm and remember it.
- Make sure we stick to the script. We will have a limited amount of time to discuss these issues and we want to ensure we're making the points we want to make.
- **Do not** make things up. If you don't know the answer to a question, say "I'm not sure of that off-hand, but I will follow up with you later"

Wrap-Up

- We will be leaving a folder for the Member and/or Staffer outlining the topics we discussed in further detail. If you have a business card, feel free to leave it with the office.
- Thank the Member and/or Staffer for meeting with the group.