



LEGISLATIVE CONFERENCE

Lobbying in a Virtual Environment – Quick Tips!

Schedule a Meeting With Your Members of Congress

As this year's Legislative Conference is virtual, we encourage all registrants to schedule appointments with their members of Congress either virtually via Zoom, conference call or similar platform, or in-person in their home districts. To make an appointment, call your legislators' offices directly and ask to speak to the scheduler or call the Capitol Switchboard at (202) 224-3121 and ask to be transferred to your member of Congress.

[Contact Information for Members of the U.S. House of Representatives](#)

[Contact Information for Members of the U.S. Senate](#)

District Meeting:

- An in-person meeting may be preferable, but more difficult to organize among all parties.
- Meetings can be held with the member of Congress or staff

Virtual Meeting:

- Use Google Meet or Zoom as free platforms to host meetings or use a conference call line

Prior to Your Meeting:

- If virtual, test for any technical issues before the meeting, if needed (ensure Wi-Fi, microphone and camera are functional; if on camera, position yourself in an uncluttered environment free of distraction; dress appropriately – business casual / union shirt is okay)
- Know your issues and information about the Member of Congress with whom you are meeting

Meeting Goals:

- What are your objectives?
- Prioritize your needs
- Articulate your argument

During the Meeting:

- At the start of the meeting, each person should introduce themselves
- Educate the member on your issues and make your asks
- Personal stories are some of the most compelling tools; add them in when applicable to the key issues you are advocating for

Post Meeting and Follow Up:

- Take notes from the meeting
- Follow up with a thank you and additional information or meeting, if requested
- Email the digital **Fire Fighters Issues Book**