



# 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**