



MAY 8-9, 2018



Tuesday, May 8: Training and preparation for your day on Capitol Hill
Wednesday, May 9: Congressional meetings on Capitol Hill

SCHEDULING AND PREPARING FOR YOUR CONGRESSIONAL MEETINGS

Scheduling Meetings

- Contact Congressional offices starting in early March. Some offices do not schedule that far in advance, so you may need to call back closer to the middle of April.
- Your State Council President or Government Affairs Chair will help coordinate scheduling meetings to ensure that the same Hill office is not receiving multiple meeting requests from different ENA members
- For Representatives: ENA members who live or work in the same Congressional District of the Representative should go to the meeting together
- For Senators: ENA members from the same state should attend meetings with their Senator(s)
- Each ENA member should try to schedule at least three visits: the two Senators from the state plus their own Representative
- When calling the Congressional office, determine with whom you want to meet
 - If possible, schedule a meeting with the Senator/ Representative. This is especially the case if you have met with the Senator/Representative previously or have developed a personal relationship with them.
 - If the Senator/Representative is not available, determine the appropriate staffer with whom to meet. It's usually the healthcare Legislative Assistant (LA) or Legislative Director.
- When calling, identify yourself, state you are representing ENA, and indicate where you live and work. It is important to establish the constituent connection to your elected representative.
- Ask to speak to the Scheduler if you are requesting to meet with the Senator or Representative. Otherwise, ask to speak to the staffer handling healthcare (Legislative Director or Healthcare LA).
- Specify the purpose of the meeting and that you would like to meet sometime on May 9
- Ask for a meeting of no more than 30 minutes
- Some offices may ask that you put your request in writing. For sample email language, please see [ENA's Instructions for Requesting a Congressional Meeting](#)
- During the conversation, establish a specific time for your May 9 meeting, and confirm the office location
- Try to be as flexible as possible in terms of times — Congressional offices are busy
- Leave sufficient time between House and Senate appointments. It takes about 20-30 minutes to walk from the House side to the Senate side
- Send an email confirming the meeting



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Preparing for the Day on the Hill Meetings

- Be thoroughly prepared for your meeting. You should know the issue, including the main points, bill number (if a bill exists), and where it is in the legislative process. In addition, you should research the Senator's/Representative's background and work on the subject.
 - It is especially important that you find out if the Senator/ Representative is a cosponsor of any bill you will be discussing.
 - ENA will provide you with a leave-behind folder that will contain (1) an introduction to ENA and (2) a one-page summary on each issue that you will be discussing in the meeting
 - In your meeting, it is important to be focused only on ENA's Day on the Hill issues. In a short meeting, this is more effective than trying to raise every possible issue of concern.
- In discussing your priorities, be concise and to the point
 - Have a specific request or "ask" (**examples only**):
 - Please vote for H.R. 2400, the Health Care Common Sense Act
 - Please sign letter urging HHS to expand the role of nurses in emergency care
 - Please cosponsor H.R. 1000, the NIH Full Funding Act
 - ENA's summary material on each issue will include a specific "ask"
- Make life easy for the Senator/Representative/staffer. Provide them with the key information in the meeting
- Be politically smart
 - Confirm you are a constituent; note where you live and work
 - Do not mention political contributions or affiliations
 - Establish a connection on the issue; personalize the problem
 - Do not engage in arguments
- Be prepared to tell a story that underlines the need for action on the part of your Senator/Representative
 - Legislators can have trouble remembering facts, but they never forget a good story
- Be ready to respond to questions
 - Anticipate arguments against your position and have answers ready
 - If you are not sure of answer, promise to follow-up with information
- Leave behind information on ENA and the specific issues you discussed in the meeting

GIVE US FEEDBACK ON YOUR MEETINGS BY CONTACTING:

ENA Director of Government Relations, Rob Kramer at rob.kramer@ena.org or 202.465.4756.