



## Meeting with Your Elected Representatives

Face-to-face meetings are one of the most effective actions you can take. And it's likely no more difficult than meeting a colleague for lunch. With some preparation, this will be time very well-spent.

### Set up a meeting

- Contact your senators' or representatives' D.C. or local office and ask to speak with the scheduler to set up an appointment.
- Make it clear in which office you would like to meet.
- Be prepared to send a written request via e-mail or fax.

### Before the meeting

- Review your talking points and become familiar with family medicine issues and all sides of the argument.
- Concentrate and limit issues so you are well-organized.
- Know where the lawmaker stands on issues.
- Be prepared to share how issues affect you as a family doctor and constituent.

### The meeting

- Be on time.
- State your views in time to allow for discussion afterward.
- Use examples of how you and your patients are affected by the issue.
- Be flexible if your time is cut short. Offer to meet with other key staff in the future.
- If asked a question you cannot answer — don't guess. Tell him or her that you and the AAFP Government Relations Division will look into it and respond promptly.
- Politely make your request.
- After the meeting, leave a one-page summary of the key points of the issue and your position.

### Follow up

- Send a thank you letter re-emphasizing the key points discussed in the meeting.
- Be sure to provide any information that was promised.
- Advise the AAFP Government Relations staff of any developments or information gathered at your meeting by sending an e-mail to [grassroots@aafp.org](mailto:grassroots@aafp.org).
- Stay in communication with the legislator's Washington and local offices.
- Offer to be an ongoing resource for more information.