# AGENDA FOR AN EFFECTIVE CONGRESSIONAL VISIT

**With Members of the Senate or House of Representatives and/or their Staff**

***Target: 30 minutes maximum***

1. **INTRODUCTIONS** of all present.

   Briefly give your name, where you live and where you work. State that you are a national representative for AOTA and a constituent.

2. **STATEMENT** of issues.

   Tell what overall issue you wish to discuss (e.g., health care reform, education).

   Tell why it is important to you (e.g., what kind of work you do, the type of individuals you work with, and the situation as you see it).

   Tell why it is important to the Member of Congress (e.g., what impact it has in his or her district).

3. **HIGHLIGHT** particular issues.

   Detail two or at most three critical issues you think he or she may be interested in or **in which you have expertise or experience**.

   Make your arguments with personal stories, which help Members understand the people side of problems in their own states or districts.

4. **ASK** for the Member's position on the issue.

   Determine their views.

   Ask if they can support AOTA's position.

5. **THANK** the Member/staff for his or her time.

   Express hope that this is the beginning of a useful relationship.

   Tell them that you would like to continue a dialogue on the issue; ask if you may write or call on the issue in the future.

   Ask to be on their mailing list for health or other events in the district or state.

   Leave them the packet of information.