



## **Congressional Visits Day Tips and Reminders**

### **Before You Go:**

- Coordinate all meeting appointments with your State Captain
  - Be persistent (it may take several calls or emails) and always follow up
- Plan your meetings accordingly
  - Plan on a 20 minute walk from the House side to the Senate side and vice versa
- Research the members of Congress whose offices you will be visiting
  - Know their background
  - Know their districts
  - Know their committee assignments
  - Know their stance on relevant issues
- Review the Key Issues and be comfortable discussing them

### **Day of Event:**

- Do not bring your luggage or other large personal belongings with you to the Hill
- Dress accordingly
  - Plan for the weather (umbrella, top coat, etc.)
  - Wear business formal attire
  - Wear comfortable shoes
- Bring a camera/smart phone to document the event
  - Upload photos to AIAA's and your Section's social media sites
  - Tweet about your experiences, #AIAACVD

### **Getting Around the Hill:**

- Nearest Metro stations:
  - House side – Capitol South (Blue/Silver/Orange lines)
  - Senate side – Union Station (Red line)
- Security checkpoints at all entrances
  - Tunnels connect the three House buildings and the three Senate buildings so there is no need to go through the security checkpoints multiple times
- Cafeteria locations (all are open to public):
  - House side – Longworth and Rayburn buildings
  - Senate side – Dirksen and Russell buildings

### **At the Meeting:**

- Discuss AIAA's issues, not YOUR company's, project's, or personal cause
  - Refrain from expressing your own political views, personal views, or views about competing companies, agencies, programs

- Select 2 or 3 Key Issue items to discuss that are relevant to the lawmaker
  - It is not possible and not beneficial to cover all the issues and recommendations
- Present your advocacy in the most polished professional way possible
- Pay full attention to the message delivery
  - Turn off cell phones and refrain from holding private side conversations
- Be responsive to questions and have supporting information handy
- Take necessary notes or actions for follow up
- Thank the member or staffer for their time and support

After the Meeting:

- Provide any requested information in a timely manner
- Send a thank you note to the staffer and/or member
- Provide AIAA Staff feedback on your visits and the event itself via survey