

Guide To Securing A Hill Meeting

Step 1: Acquire contact information for the offices you wish to engage.

- 1) To reach a House representative's office, visit <https://www.congress.gov/contact-us>
 - a) Provide your zip code under "Find address or place" to view representatives for a specific area.
- 2) To reach a Senator's office, visit <https://www.senate.gov/senators/senators-contact.htm>
 - a) Select a state, senator, or class in the dropdown menu to view senators' information.

Step 2: Contact the office using the information provided:

- 1) **Call the office:** The telephone number to call an office is provided under the member information. When calling, be sure to include information on the subject purpose of the meeting request in order to connect with the relevant staffer.
- 2) **Email the office:** The email address for the office is usually not provided under the member information. You can request the email by calling the office and providing information on the purpose of the meeting. They will connect you with the appropriate staff member. *(The TPS-DED AAC can help secure contact info, see below to reach us)*

Step 3: Communicate the purpose of the meeting (applies to calls, emails or meetings). To effectively communicate this information, we recommend the following *(follow the same steps in the meeting once secured)*:

- 1) **Introduction:**
 - a) Always start by introducing yourself, your occupation, and your title, and provide a short summary of the nature of your work.
 - b) Allow the staffer to introduce themselves and ask them about their background.
 - c) Provide a brief overview of the subject of the meeting. This includes information on the specific law or policy, providing a historical, social, or cultural context, and grounding the audience to its impact on you or your advocacy.
- 2) **Relevance of member's engagement:**
 - a) It is important for the staffer to understand why their offices' engagement is being requested. This includes context on how the subject is relevant to the office and highlighting any connection the office may have had or can potentially have regarding the subject, like connections to their state, constituents, or past work.
 - b) Highlight the benefits, opportunities, and outcomes that may result from the member's engagement.
- 3) **Requests to the office:**
 - a) Make your requests to the office clearly and concisely. Reiterate the importance of their engagement and repeat the arguments cited in the advocacy.
- 4) **Conclude:**

Discuss any timelines, structure, or strategy you have in mind for the campaign, while being flexible with the offices' capacity and needs.

The [TPS-DED AAC](#) is a national coalition of more than 100 organizations with deep expertise in law and policy surrounding TPS. Member organizations range from community-based organizations directly serving impacted communities in the United States to international NGOs, working in and providing insight from affected countries.

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