



Best Practices for Hill Engagements

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Meetings with offices of members of Congress can take place either in person or virtually. The nature of these meetings can be determined by both parties communicating their availability, expectations, and comfort.

When you secure an in-person meeting on the hill:

Where: The three primary House office buildings are Cannon, Longworth, and Rayburn. The three primary Senate office buildings are Russell, Dirksen, and Hart.

When: Confirm the date, time, duration, location, and office number at the time of securing the meeting. Be sure to ask for a contact number for a staffer in the office before heading to the meeting.

How: The structure of the buildings and the sheer number of offices located within can be confusing to those unfamiliar with the Hill. Here are some tips to make it easier to navigate:

- a) Give the office a full list of meeting attendees. Security may not permit those not included on the list to attend, so be sure it is complete and updated.
- b) Arrive at least 30 minutes in advance to ensure you know exactly where you need to go.
- c) The building security may require you to be accompanied by a person authorized to enter the building—including staffers. You may need to contact the staffer at the time of entry.
- d) There are electronic screens within the building that display members' names, office numbers, and which floor they are located on. You can view the screen to find information that you may not have.

Best practices:

- a) Dress business casual or formal, and carry a mask to respect the staffer's comfort level.
- b) Print out all relevant materials for the staffer to read and review at the beginning of the meeting. Highlight any materials that you would like the member to review.
- c) Follow an [internal agenda](#) to keep the meeting brief and stay within the time allotted.
- d) Always make an ask, and follow with thanking the staffer for their time.

When you secure a virtual meeting:

Where: It is your responsibility to confirm whether you or the staffer will be providing the meeting invite for the virtual meeting.

- a) Be sure to confirm the meeting is on your calendars, along with the invite and the link to join in advance, and not on the day of the meeting.

When: Confirm the date, time, duration, and preferred channel of communication.

Best practices:

- a) Join the meeting from a quiet and closed space a few minutes before the meeting starts.
- b) Make sure your internet connection is strong. Keep the call-in details in case you need to dial in on a phone.
- c) Keep the meeting brief and to the point, in order to stay within the time allotted.
- d) Thank the staffer for their time and attention to the matter.

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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