

# KNOW BEFORE YOU GO

Thank you for participating in NABH Hill Day. Here are some tips to help you prepare and make the most of your meetings on Capitol Hill.

## PROCEDURE

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You should have received an e-mail with online access to your meeting schedule, including the name of the staffer or Member(s) of Congress with whom you will meet and a biography of the Member. For your convenience, we have also printed that information and included it in your Hill Day Folder. Your Hill Day Folder contains:

- This “Know Before You Go” document
- Printed copies of your schedule and biographies of the Member(s) of Congress
- A “Be an NABH Advocate” document
- A copy of the NABH trifold brochure for each of your meetings that outlines our 2018 priorities. ***Please leave one copy of this brochure behind at each of your meetings.***
- A feedback form for each meeting
- Staff will be available on-site in the Sackler Room from 9 a.m. until noon on Tuesday, March 20 to answer any questions.
- NABH will have an official basecamp on the Hill on Tuesday, March 20 between 1 p.m. and 3:30 p.m. in Rayburn 2168 in case you have questions, need more materials, or just need a place to rest between meetings.

## BE PREPARED AND PERSONALIZE YOUR MESSAGE

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- Know the Member
  - › Review the biography you received. This will give you background on the Member and will identify relevant committee or subcommittee memberships.
- Know your Organization
  - › Members want to hear about your organization, the patients you serve, and the number of people that you employ within their district.
- Know the Issues
  - › Review the NABH trifold brochure.
  - › Be prepared to discuss your priority issues and why they are important not only to you, but to the Member's district. Members want to represent the best interests of their districts, so explain what consequences an action or inaction could have on their constituents.
  - › Remember you are an expert on your issues and have the information that the Member needs to hear. Members are asked to weigh in on a wide range of issues and cannot be experts on all of them.

## MEETING PREVIEW

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- Meetings are often very brief. Members of Congress and their staff are in and out of meetings all day, so be prepared to deliver a specific and concise message.
- Meetings are often with staff rather than the Member of Congress. Remember that meetings with senior staff or staff with responsibilities in your issue area can be just as productive as meeting with a Member.

## FOLLOW UP

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- Ask for a business card from the person you met with on Capitol Hill to send a “thank you” e-mail.
  - › Postal mail is extremely delayed on Capitol Hill. Send an e-mail to thank the office staff and provide them with any outstanding information from your meeting.
- If you have a facility in the district, invite the Member to visit.
  - › NABH can help coordinate this for/with you.
- Return your feedback form to NABH.
  - › We strengthen our industry when we coordinate our efforts!

