

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

On March 15, you will receive an e-mail with your meeting schedule. Capitol Hill schedules change frequently, so you will receive a final copy of your meeting schedule with your registration materials. At that time, you will be given a Hill Day Folder, which will contain:

- A printed copy of your final schedule
- Biographies of the Member(s) of Congress
- NABH Advocacy Materials
- Maps of Capitol Hill

BE PREPARED AND PERSONALIZE YOUR MESSAGE

- 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-provided advocacy documents.
 - › Be prepared to discuss your priority issues and why they are important not only to you, but to the Member's congressional district. Members want to represent the best interests of their districts, so explain what consequences an action or inaction could have on their constituents.

MEETING PREVIEW

- 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.
- Because Congress is in recess, meetings will be with Hill staffers this year, rather than Members of Congress. Remember that meeting with senior staff or staff with responsibilities in our issue areas can be just as productive as meeting with a Member of Congress.

FOLLOW UP

- Ask for a business card from the person you met with 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.
- Invite the Member to tour one of your facilities.
 - › NABH can help coordinate this for/with you.
- Complete NABH feedback form sent by e-mail.
 - › We strengthen our industry when we coordinate our efforts!

