**Scheduling Procedure: Congressional Meetings**

The coronavirus pandemic has forced the world to shift its normal procedures, and meetings with your Members of Congress are no exception. We are asking that you schedule meetings with Congressional offices March 9-12, after Advocate. All Advocate Hill visits this year will be in a *virtual format with members of Congress and their staff members*. The process of scheduling meetings and ensuring that the information discussed in each meeting is properly relayed to NAA staff is more vital than ever before.

**Scheduling**:

1. Association Executives (AEs) and their respective Government Affairs Directors (GADs) will be tasked with scheduling meetings for their members. NAA staff will send weekly reports containing the names of your members who have registered for Advocate and have expressed interest in participating in congressional meetings.
2. When preparing to schedule meetings, AEs and GADs should look to designate roles that will have to be filled in order to facilitate the meetings: Technical Support, which will be responsible for assisting with creating appropriate accounts that may be required for the meetings depending on the congressional office’s protocols (Zoom, GoToMeeting, etc.) and any technical issues that may arise the day of the meeting; Scribe, which will be responsible for taking detailed notes during the meeting to ensure information discussed is properly captured. The Scribe will also be tasked with completing the Post-Meeting Survey, which will be sent to each Scribe prior to the meetings via NAA staff.
3. A list of congressional schedulers has been posted on the Advocate website and can be directly accessed here: <https://www.naahq.org/2021-advocate/resources>. Please use this list to email the appropriate schedulers and set meetings for your members.
4. Once you have begun confirming meetings for your members, you will input the confirmed meetings into a running Google sheet found here: <https://www.naahq.org/2021-advocate/resources/meeting-tracker>. The information input into this document should include: Who the meeting is with (Member of Congress, staff members attending), Names of your members attending the meeting (labeling who will act as the “scribe” and “technical support” for each meeting), Date/Time of each meeting, and a few other pieces of information.
5. NAA staff will be recording this information internally and will send each member invites to the meetings they are scheduled to attend. If there are any changes to a particular meeting’s date/time, please update in the Google sheet and reach out to Jim Wilson or Austin O’Boyle to have new invites sent out to the appropriate members.

**Post-Meeting**:

1. Each Scribe will have been sent the Post-Meeting Survey link to complete. It is vital that we capture the information discussed in each meeting to utilize in future NAA advocacy efforts. NAA staff will reach out to you if a particular Scribe has not filled out the Survey and ask that you follow up with them to ensure they complete the Survey.
2. All members that took part in congressional meetings will be sent a “Thank You” email from NAA staff thanking them for their participation and encouraging them to continue participating in NAA advocacy through the NAA Action Center and Key Contacts Program.

If you have any questions regarding the scheduling of congressional meetings, please reach out to either Jim Wilson or Austin O’Boyle.