



Advocacy 101

Government Relations Office
APCO International

Conducting Hill Meetings – Before

- Identify your representatives: <https://www.house.gov/representatives/find-your-representative>
- Send the meeting request either through their website or GRO can help find contact information.
 - Reference your position as a constituent and 9-1-1 professional.
 - Describe the purpose of the meeting: For example – “I’d appreciate the opportunity to meet with you and discuss several issues important to the 9-1-1 community, including...”
 - State your availability.
- Consider their area of interest.
 - What committees are they on?
 - Are they already a cosponsor of the legislation or have they been in the past?
 - What’s their background pre-Congress? What related matters have they championed?

Conducting Hill Meetings – During

- Introduce yourself and thank them for their time. Take a brief moment to build rapport and demonstrate you've done your homework by acknowledging what they have done on these or related public safety issues in the past.
- Set agenda.
 - At a high level, identify the topics you plan to discuss and the order in which you'll discuss them, so everyone has a roadmap of what you plan to cover in the meeting
- Cover the issues.
 - Describe the problem (including personal anecdotes).
 - Ex. 9-1-1 professionals are not properly recognized for their lifesaving work.
 - Highlight the solution.
 - Ex. Congress can help by passing the 9-1-1 SAVES Act to correct their classification in the SOC.
 - Close by clearly stating what you are asking them to do.
 - Ex. We request your support by joining as a cosponsor for the 9-1-1 SAVES Act.
- Offer your personal contact information for follow-up questions and any briefing materials/talking points you may have prepared for them as a “leave behind.”
 - You can also reach out to GRO to confirm whether APCO has readily available materials for you to provide.

Conducting Hill Meetings – After

- Send a follow up email.
 - Thank them for their time.
 - Attach an electronic copy of any briefing materials you gave them.
 - Offer to be a continuing resource.
- If any questions were asked, you can refer them to GRO to answer.
- Follow up with GRO.
 - How did the meeting go? What questions were raised? Was there a particular interest in one of the bills?

Questions?

www.apcointl.org/advocacy/

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