



# POLICY ASSEMBLY

## *Take Action.*

### Helpful Tips for Virtual Congressional Meetings

America's Essential Hospitals is pleased to have you join us on Tuesday, March 15, for our virtual spring Policy Assembly. Association members will meet virtually with their House and Senate members to discuss key legislative priorities. Members are responsible for scheduling their own virtual congressional meetings on Wednesday, March 16, or later to complement Policy Assembly programming.

#### Scheduling Virtual Congressional Meetings

- To schedule a virtual meeting with a member of Congress, reach out to the member's scheduler in their Washington, D.C., office. Be sure to include the date, time frame or specific time, participant names and titles, and discussion topics in your formal request.
- To schedule a virtual meeting with a congressional staffer, reach out to them directly, rather than through the office's scheduler. Be sure to include the date, time frame or specific time, participant names and titles, and discussion topics in your formal request.
- Contact information for congressional offices can be found on the lawmaker's official website — be sure to contact the member's Washington, D.C., office.

#### Virtual Meeting Etiquette

- Before your meeting, designate a speaking captain who will lead the discussion. This can alleviate the issue of having multiple people trying to speak at the same time.
- We strongly encourage using your video feature during the meeting regardless of whether others have their cameras off — it will help create a more realistic meeting experience with the member of Congress and the other participants.
- Expect the unexpected — congressional meetings often have last-minute schedule changes and virtual meetings might run into technical problems. Have a direct phone line available to use in case the video fails.
- Use the “mute” feature when you are not speaking to reduce background noise.

If you need assistance or have questions on how to get in touch with your congressional offices, please contact Christina Fagnano at [cfagnano@essentialhospitals.org](mailto:cfagnano@essentialhospitals.org).