Conducting a Successful Congressional Meeting

1. **ARRIVE ON TIME, BE PREPARED TO WAIT**
   - **a.** Gather your group in the hallway or reception area before announcing arrival.
   - **b.** Turn off all cell phones before you enter the congressional office.
   - **c.** Inform the office receptionist of your arrival and with whom you are scheduled to meet.
   - **d.** Wait for a legislative aide to escort you to the appropriate office.
   - **e.** If you must leave for another appointment before being seen, leave information sheet and business card.
2. **INTRODUCE YOUR GROUP TO MEMBER OR LEGISLATIVE AIDE**
   - **a.** Introductions should include who you are and connections to district.
   - **b.** Allow time for chit-chat, but early on, someone should gently state business purpose.
3. **STATE YOUR BUSINESS PURPOSE – REQUEST CO-SPONSORSHIP**
   - **a.** State the reason for meeting: "We are here to request your co-sponsorship of the Consumer Rental-Purchase Agreement Act by Sen. Mary Landrieu, S.881, or Rep. Quico Canseco, H.R.1588."
   - **b.** Give the member or legislative aide the information page with your business card. Be sure to draw their attention to the Web link and information available.
   - **c.** Ask if office is familiar with RTO's congressional legislative history in the last session. If not, refer them to the information page.
   - **d.** Once you believe they grasp the nature of the RTO transaction and the legislation via their questions, conclude the meeting by reminding them of the primary purpose of the meeting, requesting co-sponsorship of H.R.1588 or S.881.
   - **e.** Ask them to give you a call if they have any questions concerning RTO business.
   - **f.** Thank them for their time.
4. **IMMEDIATELY FILL OUT MEETING SUMMARY ONLINE FORM. THE MEETING SUMMARY IS CRITICAL FOR GRASSROOTS FOLLOW-UP.**
   - **a.** Go to APRO Web site at http://www.rtohq.org
   - **b.** Click on the Legislative Activity tab.
   - **c.** Select Record Your Meeting Summary.
5. **BE SURE TO FOLLOW UP ON COMMITMENTS MADE IN THE CONGRESSIONAL OFFICE.**