

Easy Steps to Schedule a Meeting with Your Member(s) of Congress at Home

1. Look up your member(s) of Congress and identify their meeting request procedure.

Search for your member(s) of Congress on their respective U.S. House/Senate websites:

- [house.gov](https://www.house.gov)
- [senate.gov](https://www.senate.gov)

Visit their website(s) and learn their procedures for submitting invitations and requests for in-person meetings. Some offices have an online form for requesting meetings.

2. Tailor your invitation or meeting request.

The ADA has created a template invitation you can easily tailor to make your own. Simply individualize with your own information and meeting needs and submit this invitation to your member(s) of Congress.

[Access the template invitation.](#)

3. Submit your invitation to congressional scheduling staff.

Email your invitation to both the Washington, DC and district or state scheduling staff.

4. Follow up on your invitation multiple times.

When it comes to confirming a meeting with your member(s) of Congress, persistence is key!

Send follow-up emails inquiring on the status of your invitation every two weeks, or every week as the recess period nears.

You can call your congressional office(s) to follow up on your invitation. Simply request the scheduling staff when you reach the operator to confirm they received your invitation and politely inquire as to when they will confirm scheduling requests.

5. Confirm your at-home meeting with your member(s) of Congress.

Once you confirm your meeting(s), let ADA staff know by emailing raiseyourvoice@diabetes.org. Make sure to share the meeting time, location, and who you will be meeting with (congressional member and/or staff).

ADA staff will help you prepare for your meeting by sending you talking points, factsheets.



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