Scheduling Meetings on Capitol Hill

ERIK LAZDINS
ASSOCIATE DIRECTOR OF FEDERAL AFFAIRS
• View the excel document posted on your collaborate sites to find others participating from your state.

• Connect and work with the other participants in your state to schedule joint meetings when applicable.

• Appoint one person to contact both senators’ offices.

• Should you only have on representative, or if you are represented by the same person, please also schedule that meeting together.
• Use the ASHA Advocacy site to find the contact information for your U.S. Representative and Senators, enter your zip code in the “Find Your Elected Officials” box.
• Visit Takeaction.ASHA.org
Welcome

The American Speech-Language-Hearing Association (ASHA) is the national professional, scientific, and credentialing association for 191,500 members and affiliates who are audiologists; speech-language pathologists; speech, language, and hearing scientists; audiology and speech-language pathology support personnel; and students. ASHA’s mission is to empower and support audiologists, speech-language pathologists, and speech, language, and hearing scientists through:

- advancing science,
- setting standards,
- fostering excellence in professional practice, and
- advocating for members and those they serve.

Support Access to Speech-Generating Devices

Representatives Cathy McMorris Rodgers (R-WA) and John Larson (D-CT) and Senators Bill Cassidy (R-LA) and Amy Klobuchar (D-MN) have introduced the Steve Gleason Enduring Voices Act (H.R. 2465/S. 1132). The legislation builds on the Steve Gleason Act of 2015 to permanently fix Medicare’s policy that limits access to speech-generating devices (SGDs).

Find your elected officials

Lookup your elected officials and candidates. Just enter your ZIP code to get started.

[Enter ZIP code]  
[Go]
• Call your representative and senators’ offices and ask the best way to request a meeting with the DC office.

• Once connected, request a meeting with the member of Congress and/or their staff. Be sure to let the know your name, profession, others in your group, that you are a constituent, why you will be in town, the issues that you would like to discuss, and your contact information.
• Schedule your meeting between 10:00am and 2:00pm.
• Meetings generally take 15-30 minutes so please allow at least 45 minutes between appointments if you need to move between the office buildings of the Senate and the House of Representatives.
• The next slide has a sample message that you can send to the scheduler. Simply fill in your information in the parts that are highlighted in red.
Dear XXX:

My Name is XXX and I would like to schedule a meeting with Senator/Representative XXX on DATE between 10:00am and 2:00pm. I am a member of the American Speech-Language-Hearing Association’s (ASHA) Advisory Council and a PROFESSION. I will be in Washington, D.C. on DATE for ASHA’s annual Hill day. I am a resident of STATE and would like to speak to the Senator/Representative about ISSUES. My colleagues NAMES from STATE will be joining me as well. If Senator/Representative XXX is not available I would be happy to meet with the Health or Education Legislative Assistant. I can be reached via email at EMAIL ADDRESS or by phone at PHONE. Thank you and I look forward to hearing from you soon!

Best,

XXX
• If you do not hear back within a week call the office again to follow up with your request. If you still do not hear anything after another week contact Erik Lazdins at elazdins@asha.org.

• Once you have confirmed an appointment with a congressional office please record it at: http://ssl.capwiz.com/asha2/lrm/feedback.tt?event=61394&mode=appointment
Provide the following information so that the system can figure out who your members of Congress are.
Check as many boxes as you have appointments to record and click proceed.
Enter your appointment information in this section.

Note: The check box “Member Attending” seen here is if your member of Congress will be attending the meeting.
• After clicking “Proceed” you will have confirmed the appointment.
• Please fill out this form for each appointment you schedule. This way ASHA staff can keep track of the meetings as well as populate feedback forms for your meeting which include office location and a place for you to respond how your meeting went.
• Contact Erik Lazdins with any questions at elazdins@asha.org or 202-624-8198