SCHEDULING MEETINGS ON CAPITOL HILL

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First Steps

• View the Excel document on your community site to find others participating from your state.
• Connect and work with other participants in your state via email to schedule joint meetings when applicable.
• Appoint one person to contact both senators’ offices.
• If you are represented by the same member in the House of Representatives, please also schedule that meeting together.
First Steps

• Visit takeaction.asha.org

• Use the ASHA Take Action site to find the contact information for your representative and two senators.

• Enter your address and zip code in the “Find Your Elected Officials” box.
Visiting takeaction.asha.org

ASHA is preparing for the 116th Congress!

For information on our plans for the new year, take a moment to look through our 2019 Public Policy Agenda!

Welcome

The American Speech-Language-Hearing Association (ASHA) is the national professional, scientific, and credentialing association for 198,000 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.

Find your elected officials

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

Follow us on Twitter
Contacting your Legislators

• Call your representative and senators’ offices and ask for 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 them know:
  • You are a constituent.
  • Provide your name.
  • Provide your profession.
  • Identify other attendees.
  • Explain why you will be in town.
  • Identify issues that you would like to discuss.
  • Offer your contact information.
Contacting your Legislators

• Schedule your meeting between 10:00 am and 4:00 pm.
• 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 yellow.
Dear XXXX:

My name is XXXX and I would like to schedule a meeting on behalf of myself and several other colleagues from STATE with Senator/Representative XXXX on Monday, March 4th between 10:00 a.m. and 4:00 p.m.

I am an/a PROFESSION and a member of the American Speech-Language-Hearing Association. As a resident of STATE and representing the MEMBERSHIP NUMBER audiologists and speech-language pathologists who live and work in STATE, my colleague/s and I would like to speak with Senator/Representative on the following issues:

- school funding
- audiology services under Medicare
- separating speech-language pathology and physical therapy from the medical manual threshold under Medicare Part B
- funding for the Early Hearing Detection and Intervention Act

I will be joined by my colleague/colleagues, XXXX, who also live in STATE.

If Senator/Representative XXXX is not available I/we would be happy to meet with the appropriate staff who handle health care and/or education issues. 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!

Sincerely,

XXXX
Scheduling Your Appointments

• 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=64694&mode=appointment
Scheduling Your Appointments

• Provide the following information so that the system can identify your members of Congress.
• Click proceed.
Scheduling Your Appointments

• Check as many boxes as you have appointments to record.
• Click proceed.
Scheduling Your Appointments

• 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.

• Click proceed.
Questions?

• 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, contact information and feedback questions.
• Contact Erik Lazdins with any questions at elazdins@asha.org or 202-624-8198.