



How to Request a Meeting with Your Member of Congress

Meeting with your legislator locally provides another opportunity to advocate for the specialty without the travel!

Meeting locally also allows an OMS to really make a connection as a constituent and a health care provider. And unlike Day on the Hill in Washington, DC, while a legislator still has commitments in their home district, their schedule can't be interrupted by last minute votes.

These meetings should go hand in hand with the efforts being made in Washington, D.C., to advance AAOMS's legislative agenda. For that reason, be sure to become familiar with the issues and association talking points, and include those as topics for discussing in your meeting request. If you need any clarification on AAOMS advocacy priorities, please contact AAOMS governmental affairs staff at 800/822-6637 or visit the [Advocacy Resources](#) section of www.aaoms.org.

Please find below instructions for scheduling a meeting with your member of Congress.

Step 1: Identify your legislators

The federal government has official Web sites that can direct you to your federal legislators. To locate and contact your U.S. Senators, please visit www.senate.gov to see a complete list of Senators, and links to their official Web sites. Contact information for their local offices are usually found at the bottom of the page or under a "Contact Me" tab.

If you are unsure of your U.S. Representative, please visit www.house.gov and fill in your zip code in the "Find Your Representative" tool located on the top right of the page. If you do not know the last four digits of your zip code, put in the first five and click to continue. This will lead you to an additional step to retrieve this information. Once you have put in your full zip code, it will link to your U.S. Representative's official Web site. As with Senate Web sites, contact information for the Washington, DC and local offices are usually found at the bottom of the page or under a "Contact Me" tab.

If the Member is coming to discuss money or fundraising in any way or is picking up a PAC contribution, the event needs to be coordinated through the member's campaign office rather than through the district office. Most campaigns these days have a Web site that you can easily find through a Google search and the campaign Web site should contain contact information. You can also contact the AAOMS governmental affairs staff if you need assistance.

Step 2: Compose a meeting request letter

When scheduling a meeting with a legislator it is important to provide the office with the request in writing, and that it includes your contact information, times/availability, and a quick summary about what will be discussed at the meeting. A sample letter can be found on the Grassroots Resources Page of aaoms.org.

Step 3: Contact the congressional office

After completing your request letter, print it out on personal or office stationary (unless the meeting involves a fundraiser) and sign it. Then e-mail or fax the letter to the primary local office. The request should be emailed or faxed in as opposed to using the postal system as regular mail. Additionally, keep the original in case you need to resend. **Remember: if the Member is coming to discuss money or fundraising in anyway or is picking up a PAC contribution, the event needs to be coordinated through the member's campaign office rather than through the district office.**

About a week after sending the initial communication, please call to follow up with the legislator's local scheduler. He or she may ask you to resend the request. Please keep in mind that Senators and Representatives keep a very hectic calendar, even in the district. **It is important to send a local meeting request out at least 6-8 weeks in advance** and to be as flexible as possible.

Please be aware that legislators, especially on the west coast or in rural areas, may not be able to travel home every week when Congress is in session. It is helpful to request a meeting during a congressional recess, to increase the chances of availability. If you have questions about the congressional calendar, please contact AAOMS government affairs staff.