



2014 Disability Policy Seminar

April 7 – 9 | www.disabilitypolicyseminar.org

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The most important event to take place during the Disability Policy Seminar is the full day, Wednesday, April 9 that has been set aside for you to meet with your elected officials in Washington. Every effort must be made to meet with the entire delegation from your state on this day (depending on the size of your state delegation and the number of Seminar participants from your state). As you prepare yourself to fully participate in the Seminar, the following pointers should prove helpful:

- Prioritize your visits, making sure you visit your Senators and Representatives who sit on the key committees that handle the issues discussed at the Disability Policy Seminar.
- Security is tight on Capitol Hill and the lines may be longer. Allow at least 30 minutes to travel between House and Senate buildings. If possible, you should schedule your Senate visits back to back and give yourself more time to get to the House side.
- One hour to one and one-half hour time slots should allow you about 20-30 minutes with the Member and/or his/her staff, time to travel to the next appointment, and time to reorganize yourself for the next visit.
- If you have additional time after you have scheduled your priority visits, then schedule the remainder of your delegation, with a second priority targeting any Senator(s) you have not scheduled and/or your own Representative.
- If you have more time, schedule the remainder of your delegation.
- To make your appointments, simply call the U.S. Capitol switchboard (202) 224-3121 and ask for the Senator/Representative you want. Ask for the scheduler, press to meet with the Member directly, and if that is not possible, with the legislative assistant (LA) who handles that particular issue(s). Get the name of the LA during your call.
- Don't be discouraged or put off if you meet only with the LA. They specialize in your issue, and can communicate best on the specifics we are pushing and will relay your views to the Member of Congress.
- Call before the Seminar to set up the appointments. After your arrival in Washington, call each office on Monday to confirm the specifics of your visit.
- Coordinate your visits with other Seminar attendees from your state. The following Web site has the list of Seminar registrants by state: www.disabilitypolicyseminar.org.
- Remember, Members of Congress enjoy meeting with their constituents and look forward to hearing your views. They will expect you to know more about the subject than they do.