



How to Set Up Your Congressional Visits

Appointments should be made as soon as possible. You may want to refer to the enclosed one-page guide "Tips on Arranging Congressional Appointments." Use the enclosed "Appointments Arranged Form" to keep track of your schedule. A "Sample Appointment Request Letter" is enclosed if a member requires a written request.

To help you prioritize your visits, a chart is enclosed that includes the key targets for your state. In the Senate, the top priority committees are Finance and Health, Education, Labor and Pensions (HELP). In the House, Ways and Means and Energy and Commerce are primary committees. The members of the Health Subcommittees of the Ways and Means and the Energy and Commerce Committee are especially important targets on those two committees. The Labor/Health and Human Services Subcommittees of the House and Senate Appropriations committees determine levels of discretion funding for AHRQ, health professions programs, NIH and many others. The Veterans' affairs subcommittees determine funding levels for veterans' medical care and research.

In addition to all 100 senators, members of these key House Committees are considered ACP priority targets. Members of the House and Senate leadership (list enclosed) also are critical contacts. While all members are important, the enclosed target list should help you assess which are the most important. Lists of committee members also are contained in the pocketsize 109th Congressional Directory, which will be distributed prior to Leadership Day. If you want to confirm a congressional district boundary for yourself or another member of your delegation, please click on <http://nationalatlas.gov/printable/congress.html#>. For those congressional districts that contain part of a county, you may need to key in your zip code on the Legislative Action Center (LAC), accessible through the Advocacy section of ACP Online, or at <http://www.acponline.org/lac>. To log on to the LAC, enter your email address and ACP as the password. If you need assistance logging on or using the LAC, contact Tracy Novak, Grassroots Associate via email tnovak@acponline.org or phone (800)338-2746 ext. 4532.

If you are bringing several ACP members with you, be sure to have the member who is a constituent of the House member take a lead role in that meeting. When the appointment is made, it also would be appropriate to mention that someone from "the district" will be participating. In putting your delegation together, you may even want to consider asking someone to attend if he or she is a constituent of an important Member of Congress such as the Chairman or Ranking Member of a key health committee or subcommittee.

Most meetings should last about 20-30 minutes. Try to schedule your Senate meetings together and House meetings together since Senate office buildings are located on one side of the Capitol and House office buildings are located on the other (see enclosed map of Capitol Hill). You may want to divide up the meetings if there is more than one member of your delegation. If there is more than one of you from a state, please coordinate setting up appointments. In most cases the Governor will be the lead in the meeting unless there is an ACP member who is a constituent.

Finally, while we strongly encourage you to be persistent in seeking a meeting with the Senator or Representative (you are a voter!), an appointment with staff is better than no meeting at all. Staff members provide substantial advice to members and serve as ongoing contacts for you.



Tips on Arranging Congressional Appointments

To reach the congressional office, call the Capitol Switchboard at 202-224-3121 and ask to be connected with the office you want or call the office directly. For direct dial numbers, refer to your pocket-size Congressional directory or the attached phone lists for the House of Representatives and the Senate.

Request a 20-30 minute meeting on May 17. Indicate that you are a constituent and an ACP member who would like to discuss health care reform and other practice issues **with the Member**.

The legislative assistant who handles health will probably participate in the meeting and may stand-in for the Member if an unanticipated conflict arises. But to schedule a meeting with the Member, you will need to speak with either the Member's personal assistant or scheduler.

Follow-up the phone request with a letter written on ACP stationery, if you are a Governor or Regent, or stationery used for your practice. Refer to the sample letter enclosed in this package.