



WOMEN WORK! ADVOCACY DAY 2007

How to Schedule Hill Visits

Dates to Remember:

March 19: Begin scheduling meetings with your Members of Congress. Start by coordinating with members of the Women Work! Network.

March 31: All your appointments should be scheduled.

April 24: Hill Visits at the Women Work! National Conference.

The chance to meet face-to-face with your U.S. Representative and Senators is an exciting and important part of the Women Work! National Conference. We have allotted time during the conference for Hill visits on **Tuesday April 24, anytime between 2:45 pm and 5:00 pm.**

We have scheduled the day's events to make this visit as logistically easy for you as possible. We will be on the Hill for the Equal Pay Day Rally beforehand, so you will be close to the offices of your Members of Congress. Afterward, we will be dining in DC, so there will be plenty of time and flexibility for you to successfully finish your meetings. See below for a full schedule of that day's events.

Schedule for Tuesday April 24:

8:30 am	Breakfast
8:45 am - 10:15 am	Policy Panel
10:45 am - 11:30 am	Legislative Activity, Briefing in preparation for Hill Visits
11:30 am - 12:30 pm	State Strategy Lunch
12:30 pm	Busses leave for Hill
1:30 pm	Equal Pay Day Rally
2:45 pm	Hill Visits
Dinner:	Option to dine in Washington, D.C. with WomenWork! Staff

For the Hill visits to be successful, it is very important that you schedule your own appointments in advance. **You should begin setting up your meetings the week of March 19** to ensure you can schedule the time that works best for you. You should have all your appointments set by the end of March. Follow the important steps below to set up your meeting.

1. Coordinate with the Women Work! Network

Before scheduling your meeting, it is important to do two things so that the WomenWork! network can maximize its influence. We need to coordinate with each other to make that happen.

If you have a State Affiliate, contact them. State Affiliate Presidents will help to coordinate meetings with legislators. For a list of State Affiliates and their contacts, see <http://www.womenwork.org/network/affillist.htm>

Check the Advocacy Day Master Schedule. Check to see if other members of the Women Work! network have scheduled meetings with your Senators or Representative, and then contact the Women Work! member(s) to discuss the possibility of a joint meeting. This listing can be found at <http://www.womenwork.org/network/conferences/adschedulehill.htm>

2. Schedule a Meeting

Once you have completed the important step of coordinating with other Women Work! members, you can take the following steps to schedule an appointment.

Know who your legislator is. Visit [womenwork.org](http://www.womenwork.org) to find out who your legislators are and what their contact information is.

Call your legislator to schedule an appointment for Tuesday April 24, anytime between 2:45 pm and 5:00 pm. Identify yourself as a constituent from their state or district. Explain that you are a member of Women Work!, a national organization representing thousands of women's education and training programs. You may also want to talk about your program specifically, if applicable. You can call directly, or your call can be transferred to your legislator by calling the Capitol Switchboard at (202) 224-3121. If you want to meet specifically with the legislator, ask to speak with the scheduler. Though chances of getting a meeting directly with the legislator are rather unlikely, you should still try. The scheduler may ask for a request in writing. If so, send a fax, not a letter. Sending mail to Capitol Hill is not advised because of delays resulting from important security checks.

If you cannot get a meeting with the legislator, schedule an appointment with the legislative assistant responsible for the specific issue you are going to discuss. You may want to ask for the legislative assistant who handles women's labor and/or education issues. Legislative assistants schedule their own appointments, so ask to speak to them directly.

Before you finish your phone call, ask for the fax number and e-mail address of the person with whom you will be meeting so that you can fax a follow-up note or send an e-mail. You will want to do this promptly; send it to the attention of the scheduler or legislative assistant. Explain that you are looking forward to the meeting and confirm the date and time. Remember, due to the long delay, sending mail to Capitol Hill is not advised. Email correspondence is fine, but if you would like to send a written note, faxing is recommended.

3 Add your meeting to the Women Work! Advocacy Day Master Schedule

This is important to ensure that the Women Work! network can maximize its influence – we want to be sure that we visit as many Members of Congress as possible. This listing can be found at <http://www.womenwork.org/network/conferences/adschedulehill.htm>

Questions

If you have any questions or need any assistance scheduling your appointments, contact Mary Bruce, Women Work! Policy Fellow, by phone (202-467-6346, extension 12) or by e-mail (mbruce@womenwork.org).

Be sure to visit Women Work!'s Policy and Advocacy webpage for additional materials that will help you prepare for your visit. It can be found at <http://www.womenwork.org/policy/policy.htm>