

AIAA Congressional Visits Day

Tips and Reminders

Before You Go

- Coordinate all meeting appointments with your State Captain
 - Be persistent (it may take several calls!) and always follow up
- Plan your meetings accordingly
 - Plan on a 20 minute walk from the House side to the Senate side and vice versa
- Research the members of Congress whose offices you will be visiting
 - Know their stance on relevant issues
 - Know their districts (are there any research universities, aerospace companies, third-tier suppliers, NASA centers, or major airports?)
 - Are they members of a pertinent committee?
- Review the Key Issues and be comfortable discussing them

Day of Event

- Your luggage and other personal belongings should be left at your hotel
- Dress accordingly
 - Plan for the weather (umbrella, top coat, etc.)
 - Wear business formal attire
 - Wear comfortable shoes
- Bring a camera/smart phone to document the event
 - Upload photos to AIAA's and your Section's social media sites
 - Tweet about your experiences, #AIAACVD

Getting Around the Hill

- Nearest Metro stations:
 - House side – Capitol South (Blue/Silver/Orange lines)
 - Senate side – Union Station (Red line)
- Security checkpoints at each building's street level, public entrance(s)
 - Tunnels connect the three House buildings and the three Senate buildings so there is no need to go through the security checkpoints multiple times
- Cafeteria locations (all are open to public):
 - House side – Longworth and Rayburn buildings
 - Senate side – Dirksen and Russell buildings

At The Meeting

- Discuss AIAA's issues, not your company's, project's, or personal cause
 - Refrain from expressing your own political views, personal views, or views about competing companies, agencies, programs
- Present your advocacy in the most polished professional way possible
- Pay full attention to the message delivery
 - Turn off cell phones and refrain from holding private side conversations
- Be responsive to questions and have supporting information handy
- Take necessary notes or actions for follow up
- Thank the member or staffer for their time and support

After The Meeting

- Provide any requested information in a timely manner
- Send a thank you note to the staffer and/or member
- Provide AIAA Staff feedback on your visits and the event itself via survey