Congressional Visits Day Tips and Reminders

Before CVD Week:

- Identify a quiet area with a neutral background to attend your virtual meetings
- Determine which meeting platform(s) will be used for your meetings and ensure that they are downloaded, logins are created, and that you are familiar with all functionality
- Coordinate all meeting appointments with your State Captain
  - Be persistent (it may take several calls or emails) and always follow up
- Plan your meetings accordingly
  - Plan for 15 minutes between meetings to allow attendees to close out of one meeting, consolidate notes, and launch the next meeting
- Research the members of Congress whose offices you will be meeting with
  - Know their background
  - Know their districts
  - Know their relevant caucuses and committee assignments
  - Know their stance on relevant issues
- Review the Key Issues and be comfortable discussing them

Week of Event:

- Dress accordingly
  - Wear business formal attire; the meetings are virtual but participants still need to be professional and conduct themselves as if in person
- Request permission to conduct a screen grab
  - Upload photos to AIAA’s and your Section’s social media sites
  - Tweet about your experiences (#AIAACVD)

During the Meetings:

- 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
- Aside from the executive summary about the health of the A&D industry, select 1 or 2 Key Issue items to discuss that are relevant to the lawmaker
  - It is not possible and not beneficial to cover all the issues and recommendations
- 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
  - Remove yourself from all at home distractions
  - Remember that you are on camera!
- 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 Meetings:

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