



Information for CVD State Captains

- Start communicating with the registrants from your state immediately!
 - Steve Sidorek (AIAA staff) to provide updated registrant list every Monday leading up to event.
- Make sure your team members have:
 - Downloaded and familiarized themselves with preferred virtual meeting programs (Zoom, Microsoft Teams, Google Meet, etc.)
 - The necessary computer and peripheral resources
 - Planned a suitable and distraction free location to attend virtual meetings
- *Note: AIAA regularly uses Zoom for meetings with external stakeholders/audiences, including congressional offices.*
- Start calling/emailing congressional offices to schedule meetings (be persistent!)
 - For meetings with the representative/senator you will need to speak directly with the office scheduler.
 - For meetings with the legislative staffer you will need to speak directly with that individual—request meetings with the staffer who handles aerospace, space, science and technology, or aviation/transportation for the member.

Note: If you are unable to speak directly with the scheduler and/or staffer ask the receptionist to provide their email address(es). Then proceed to arrange the meeting via email. The member's local district office may also be able to offer assistance.

 - Ask for the office's preferred virtual meeting platform.
 - When a meeting time is agreed upon:
 - Create a calendar invite, selecting the link to your meeting as the "Location" so that it is easy to use, but also include call-in data in the body of the invite.
 - Attach documents, including the 2021 Key issues and state fact sheet to the invitation. Follow up with the documents in an e-mail confirming they received the invite.
 - Be sure to coordinate all appointments with your team members, especially if you are designating team member(s) to help schedule meetings.
 - Send all meeting invitations to your Region's Deputy Director.
- Start reviewing and becoming familiar with AIAA's 2021 Key Issues
 - Background (information) papers on particular issues should be used as supplemental information
 - Please remember to only address the pertinent issues of relevance to that member/office

Note: You may want to assign particular issues to designated team member(s); the team member(s) can then take the lead in speaking about the issue during your meetings.

- Start researching the members of Congress whose offices you will be visiting. The best resource is their website, which includes their biography, district map, issue areas, committee/caucus assignments, and recent press releases/statements.
 - 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 and/or caucus?

Note: You may want to assign specific offices to designated team member(s)

- Encourage your team members to take part in the CVD training webinar on 5 February.
 - If they are unable ask them to watch the video at their leisure prior to the Formal Training session on 11 March. It is strongly encouraged for all participants to participate in the formal training!

- Provide Steve Sidorek with your final agenda NLT 11 March
 - Also share the final agenda with your region's deputy director-public policy

Note: Be sure that all team members have been sent the appropriate meeting invitations and understand their roles and responsibilities for each meeting.

Note: Other CVD participants may join your meetings if they have connections to the state/district. You are also welcome to tag-up with another state team if you have a large gap in your schedule or are finished with your appointments. Be sure to reach out to the other team's captain before doing so.

- Take necessary notes during your meetings for follow-up
 - The member/staffer may have specific questions your team cannot answer or want specific information from AIAA.
 - Identify a member of your team to fill out the online survey from each meeting.
 - Post messages to social media (AIAA Twitter, Facebook, Instagram, and LinkedIn accounts).