



## Instructions for Scheduling Congressional Appointments 2015 Public Policy Advocacy Conference

1. We asked you to provide the name of the Congressional district (s) where you practice and reside. In some cases we also verified this via your zip code. However, if for any reason you are not sure or notice any mistake, you can use this CapWiz search feature to verify:  
<http://capwiz.com/aapd/home/>.
2. **Most Congressional offices require that you make your request in writing when asking for a meeting with a Member. Please use the sample letter below as a guide.** We have included e-mail or fax numbers for Congressional offices on each state listing. **You will likely get a quicker response if you e-mail the scheduler directly.** **Please e-mail your visit request ASAP after receiving these instructions; we highly recommend e-mail versus telephone or fax or regular mail** (the latter being completely uncertain and slow on Capitol Hill given security concerns).
3. Within a couple of weeks after e-mailing your request, call the particular office and ask to speak with the scheduler (the name that appears on your list is the most recent listing we have from the online *Congressional Yellow Book*).
4. Identify yourself by name, then identify your location in order to be recognized as a constituent.
5. **Indicate that you will be in Washington, D.C. on Tuesday March 24, 2015 and Wednesday March 25, 2015 and wish to discuss issues affecting children's oral health care.** Ask to meet directly with the Congressman/Congresswoman or Senator. However, do not be discouraged if this is not possible, as the Members' schedules are very busy. Therefore, please indicate that you are willing to meet with the health staff person; these individuals are identified on your targeted visits instruction sheets. Congressional staff are critical in the legislative process, doing much of the daily work such as drafting legislation, report language, letters to federal agencies, and memos to their boss suggesting positions on legislative matters.
6. **Please schedule your appointments between 9:00 a.m. and 5:00 p.m. on Tuesday March 24, 2015 and Wednesday March 25, 2015. If you are from a state with a small Congressional delegation or there are only one or two pediatric dentists from your state making visits, you may be able to complete all**

**your visits on Tuesday.** Please note that the House and Senate office buildings are located on opposite sides of the Capitol building. Therefore, due to walking time, allow 30 minutes between appointments that occur on the same side of Capitol Hill, and 45 minutes between appointments that are on the opposite side. Appointments usually last no longer than 15-20 minutes. If possible, try to schedule meetings with your two Senate offices in one block of time, and meetings with House offices in another block of time, rather than having to go back and forth multiple times between opposite sides of Capitol Hill. *If you have any down time between visits, there is a nice historical museum of the Capitol on display in the Capitol Visitors' Center, located in front of the Capitol building on the East Lawn.*

7. If you are in a large group with a large state delegation, it is ok to split up visits among your team. Aim to have the pediatric dentist who practices or resides in the House member's district to be the lead person on the visit. Also note that Senate offices are better able to handle larger groups than House offices.
8. Be persistent. Do not get frustrated with un-returned phone calls or e-mails. The schedulers and legislative assistants get so many requests for meetings that they often do not return phone calls or e-mails immediately. Also note that more and more Capitol Hill business is conducted via e-mail and smart phones.
9. Generally, the scheduler will take down all your information and call or e-mail you back once he/she has spoken to the Congressman/Congresswoman about your request. **If you have spoken directly with the scheduler and have not heard back in a few days, call back to check on the progress of your request.** Once you have made an appointment, please be sure to confirm the location of the Congressional Office.
- 10. Please bring your business cards to distribute on Capitol Hill, plan on wearing comfortable shoes for walking, and bring a collapsible umbrella.**
11. Remember that because of heightened security concerns, don't plan to carry items that would delay your entry into these buildings: pocket knives or sharp objects of any kind, etc. etc. (the same list you see at airports these days). **There is also an underground route on both the Senate and House sides of Capitol Hill, so you can walk between the buildings without going outside and re-entering security.** Unfortunately, because of increased security, crossing underground from the Senate to House side is no longer feasible.

## Sample E-mail or FAX Request for a Congressional Visit

Date

Fax number (if sending a fax)

For a meeting with a Senator or his/her staff member:

To: Name of the Scheduler

Office of Senator \_\_\_\_\_  
Washington, DC 20510

For a meeting with a Congressman/Congresswoman or his/her staff member:

To: Name of the Scheduler

Office of Congressman/Congresswoman \_\_\_\_\_  
Washington, DC 20515

Dear (last name)

I am a pediatric dentist practicing in \_\_\_\_\_. I will be visiting Capitol Hill on Tuesday, March 24, 2015 and Wednesday, March 25, 2014 [*if applicable*- along with a group of pediatric dentists and pediatric dental residents in training from [*insert state*].]

I would like to request a visit with Senator [*or Congressman/Congresswoman*] \_\_\_\_\_ [*last name*] and your health legislative staff person to discuss two issues impacting children's access to oral health care: appropriations related to the pediatric dentist workforce and necessary legislative changes to the Affordable Care Act (ACA) concerning pediatric oral health coverage.

I can be reached at [*your telephone number*] or by e-mail [*your e-mail address*]. I look forward to talking with your office.

Cordially,  
Your name