



LeadingAge Wisconsin 2021 Virtual Advocacy Days

Requesting a Virtual Legislative Meeting

1. Find your legislators for your facility address:
 - To find the State Senator and State Representative who represent the district in which your facility is located search here: <https://maps.legis.wisconsin.gov/>
 - Type your facility address in the upper right-hand corner.
2. Click each legislator's name to visit their webpage and find their contact information.
3. Call their Madison office phone number and ask to speak with the person who handles scheduling for the legislator.
4. If you are able to reach the scheduler and make the appointment by phone, you should make sure to:
 - Identify yourself as a constituent and name the facility you represent.
 - Briefly explain what you do and the services your organization provides.
 - Indicate that you would like to set up a virtual meeting with the Senator/Representative on one of your Association's planned Advocacy dates (March 2nd, 3rd, or 4th). *If you are not able to schedule a meeting during those times, please precede with scheduling a meeting outside of those dates. Connecting with your legislators and sharing our message is most important.*
 - Let the scheduler know what issue you will be discussing, the number of people attending the meeting, and your available times/ability to accommodate the legislator's schedule.
 - Upon receiving a meeting date and time, confirm what platform will be used for the meeting (Zoom, Teams, Google Meet, conference call, etc.)
 - If you are providing the platform, indicate that you will follow-up with a calendar invite or email instructions with a virtual meeting link and/or call-in instructions to all those participating in the meeting.

5. During the pandemic, emails might be preferable to phone contact because office staff may be working from home. You may be asked to send your meeting request by email. Here is a sample email message:

Hello _____

(Identify who you are, your facility, and the services you provide).

My Association, LeadingAge Wisconsin, is hosting its Advocacy Days the first week in March and I am interested in scheduling a meeting with Senator/Representative _____. The purpose of our meeting is to discuss priority budget items that are important to Wisconsin long-term providers including Medicaid reimbursement and Family Care rates, and to share specific workforce and other challenges we are facing.

We are happy to work around the Senator's/Representative's schedule and have availability to meet on the following dates/times:

(list available times to meet on 2/3, 2/4, and 2/5)

Please let me know if the Senator/Representative is available to meet with us.

6. When making your meeting request, it is important to be flexible. Legislators have very busy schedules that are constantly changing, and it may not be possible to meet with the Senator/Representative due to committee meetings, caucuses, or other obligations. The scheduler may ask if you are interested in meeting with the staff person who handles your issues for the legislator.
 - Oftentimes, meeting with staff members is just as good as meeting with the legislator. Legislators rely on their staff for key information as they make decisions. Staff may also have more time to explore various issues you are discussing and will be a good point of contact for follow up information.
7. Once your meetings are scheduled, please send your meeting times to Annette Cruz at acruz@leadingagewi.org. If you would like a LeadingAge Wisconsin staff person to be included in your meeting, please let Annette know, and we will make sure someone is assigned to your meeting.
8. It is good to send an email 24-48 hours before your scheduled meeting to confirm the details with the scheduler or staff. The email should include:
 - The virtual meeting log in information or phone number.
 - Links to materials you want to share with the office and agenda (optional).
 - The meeting organizer's phone number, in case there are connection issues.
 - A "cc" to everyone planning to attend the meeting.