Dear Capitol Hill Day Participants:

Thank you for registering to participate in the ANNA National Symposium being held April 7-10, 2017 at the Marriott Wardman Park Hotel in Washington, DC, and specifically, Capitol Hill Day that will take place on Friday, April 7. As part of the National Symposium, the Capitol Hill Day will provide you an educational opportunity to view federal health policy issues through the lens of your work as nephrology nurses.

As ANNA’s Health Policy Consultants, we will make two presentations to prepare you for your Capitol Hill visits:

- The first presentation, an online education program, will be a pre-recorded webinar and posted to the ANNA Website by Wednesday, March 15. Any follow-up questions can be submitted to Kara Gainer, kara.gainer@dbr.com.

- The second presentation will be in-person on Friday, April 7, at the Marriott Wardman Park Hotel as part of Capitol Hill Day.

You are responsible for scheduling your own Capitol Hill meetings. Attached, please find a step-by-step list of instructions that will serve as a guide for scheduling your Capitol Hill meetings.

We are looking forward to Capitol Hill Day at the ANNA National Symposium and meeting with you during our in-person presentation.

Best regards,

Jim Twaddell, Senior Vice President
Kara Gainer, Senior Research & Policy Analyst
District Policy Group

Attachment
**Instructions for Requesting a Meeting with Your Member of Congress**

American Nephrology Nurses Association’s (ANNA) Capitol Hill Day participants are responsible for scheduling their own meeting with the staff of their House of Representatives Members (referred to as “Representative,” “Congressman,” or “Congresswoman”) and Senate Members (referred to as “Senator”). These instructions will guide you step-by-step through the scheduling process.

Meeting with the staff of Members of Congress (the collective title for Representatives and Senators) is a terrific way to communicate with policymakers on issues of interest and priority. Visiting with elected officials enables you to educate them about your concerns, offer yourself as a resource, and establish a relationship that can prove mutually beneficial over time. It is best to build a relationship before you need it; the ANNA Hill Day provides you with the perfect opportunity for such a face-to-face meeting.

ANNA Hill Day participants should request meetings with their Members’ staff in advance of their trip to Washington, DC. Meetings should be scheduled for Friday, April 7, 2017. When scheduling meetings, keep in mind that there are three House of Representatives office buildings and three Senate office buildings; it can take up to 15 minutes to walk between buildings on either campus. It should be noted that the House and Senate’s office buildings are separated by the Capitol; thus, it can take between 15 and 30 minutes to walk from a House building to a Senate building. Additionally, please note that there is building security at the entrance to every congressional office building.

The following are the top five steps to scheduling a Capitol Hill meeting:

1. **Find your Member of Congress’ contact information for their Washington, DC office**
   - Look up your Representative’s Washington, DC office online at [www.house.gov](http://www.house.gov). (If you do not know who represents you, use the “Find Your Representative” portal at the top left-hand portion of the page.) Look up your Senator’s Washington, DC office online at [www.senate.gov](http://www.senate.gov). (If you do not know who represents you, use the “Find Your Senators” portal at the top right-hand portion of the page.)
   - You will need to call each of your Member’s offices to find the name and email address of the staff member who handles health care policy.
   - When calling your Member’s office, tell the receptionist that you are a nurse and constituent, and you are calling to obtain the name and email address of the staff member that handles health care policy issues.
• They might ask if this is about a specific issue, to which you can note that you are calling on behalf of the American Nephrology Nurses Association and would like to set up a meeting on Friday, April 7, 2017 to discuss issues impacting nephrology nurses.

2. Send an email to the health care staffer requesting a meeting

• Using the sample request letter as a template (listed below), create a personalized email to send to the staff of your Representative and Senators. The email should include your full name, contact phone number, e-mail, and any other relevant information.
• In requesting your meeting, the subject line of the email should say "ANNA Constituent Meeting Request."

3. Call the staff member to follow up on the request email after it has been sent

• If you do not hear back within three business days after sending your email, call the Washington, DC office to ensure your email was received.
• When calling, you should ask for the staff member and indicate that you are calling to confirm your meeting request email has been received. If you reach the staffer, inquire about your request. If you get their voicemail, leave a detailed message with all of the information in your email.
• After leaving a message, send a second email referring to your voicemail (or confirming the meeting, if applicable).

4. Call AGAIN – Ask for an answer to your request

• Staff members have multiple issue areas, which can lead to chaotic schedules. Coupled with the fact that many offices have strict spam filters, your emails might not get through.
• The week following the original contact, call the office to see if the staff member has an answer for your meeting request.
• If you get their voicemail, leave a second message and resend your email.

5. Confirm the appointment

• Once you reach the staffer (on the phone or email), be sure to carefully record the details – including the time, room number, and building name.
• You should call or email the staff before you leave for Washington, DC to confirm the date, time, and location.

**Helpful Hints**

Be persistent and polite throughout this process. The Congressional schedule is very busy and Members of Congress and their staff often are hesitant to commit to a meeting too far in advance.
SAMPLE EMAIL BODY TEXT

Dear Staff First Name:

As a nephrology nurse who lives in City, State, I am writing to respectfully request a meeting with you to discuss a number of issues of priority to me and the American Nephrology Nurses Association (ANNA). I am hopeful that your schedule will permit us an opportunity to meet on Friday, April 7th when I will be in Washington, DC for ANNA’s Health Policy National Symposium.

INSERT PERSONAL INFORMATION HERE SUCH AS: I have been a nephrology nurse for more than 25 years and provide supportive care to people with kidney disease in our community. I work with my colleagues to advance policies and programs that reduce and prevent kidney disease.

Thank you very much for your consideration of this request. I would appreciate the opportunity to meet with you for 15 – 20 minutes in Washington, DC to discuss issues of concern to me and the nephrology nursing community. Thank you again for your attention to my request, and I look forward to meeting with you.

Sincerely,

First Name Last Name, Degrees (Any Titles)
Street Address
City, State, Zip
Phone Number/ E-mail