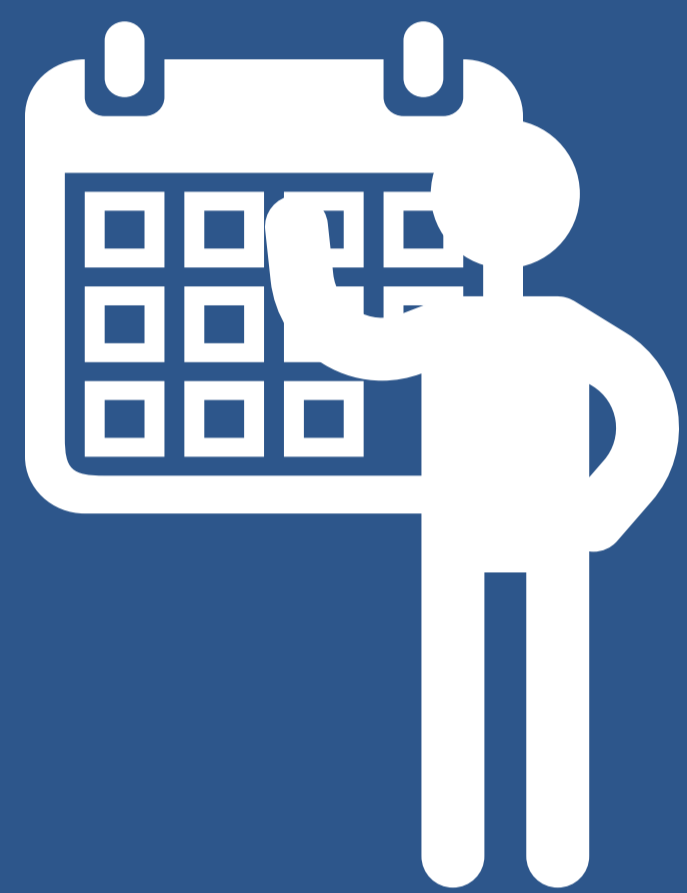


HOW TO CONDUCT A MEETING WITH YOUR REPRESENTATIVE

INTERESTED IN ADVOCATING FOR POLITICAL
SCIENCE RESEARCH AND FUNDING? HERE'S HOW.

PHASE 1

PLAN A VISIT



CONTACT YOUR GOVERNMENT RELATIONS OFFICE

Not sure what to ask? See APSA's frequently asked questions [here](#).

SCHEDULE THE VISIT

Call the Member of Congress' DC office to connect with the Member's scheduler. If you are making a visit in the Member's home district, check the [House](#) and [Senate](#) legislative calendars and suggest a date when Congress is in recess. Explain that you are a constituent who is interested in meeting with the Member or their staff (in DC or the member's district) to discuss the importance of federal support for political science.

PREPARE

You may need to inform the staffer or Member about the issues, so be prepared with concise talking points and relevant materials. Look up [NSF](#) and [NEH](#) grants in the district or state. Use [APSA's talking points](#) for messages connected to political science funding and develop your own message connected to your specific research. Be sure to bring business cards.

PHASE 2

MAKE A VISIT



ARRIVE EARLY

Plan for time to pass through security and to find the appropriate room. Long lines are common at Senate and House office buildings in Washington, DC. Maps are available [here](#).

KEEP IT BRIEF

Lead with your main points. Clearly state the action you'd like the Member to take.

TAKE YOUR CUES

In some cases, your meeting may be a back-and-forth conversation with the elected official or staffer. In other cases, you may be expected to lead the conversation. If this is the case, use your time to convey your key points concisely, include any requests, and thank the Member or staffer for their time.

EXPLAIN BROAD EFFECTS

While many political scientists do not receive federal grants, federal support for [basic research funding](#) in the social sciences and humanities is crucial for the professional development of the discipline and the health of higher educational institutions.

FOLLOW UP

After your meeting, send a thank you note via email to the staffer or Member you met with. Provide any follow-up materials you think might be useful.

