



AED Washington Office
Obadal, Filler, MacLeod & Klein, PLC
121 North Henry Street
Alexandria, VA 22314
Telephone: 703.739.9513
Facsimile: 703.739.9488
Electronic Mail: caklein@aednet.org

Instructions for Setting up a Capitol Hill Meeting

1. Go to <http://www.AEDaction.org> and type in your zip code to identify your representative and senators. (Please consider setting up meetings with the representatives who represent your headquarters location and your branches, as well as the representative for your home district.)
2. Click on the name of your representative or senator.
3. Click on the "staff" tab above the representative or senator's picture.
4. Identify the scheduler.
5. Create a new email message to the scheduler.

If sending to a House office, the email address protocol is FIRSTNAME.LASTNAME@mail.house.gov; if sending to a Senate office, the protocol is FIRSTNAME_LASTNAME@SENATORSLASTNAME.senate.gov. Note that in the House, there is a period between the recipient's first and last name and in the Senate there is an underscore. Also note that if sending to a Senate office, the Senator's last name appears after the "@" sign before the ".senate.gov".

In the message subject line write "Request for Washington Meeting with Rep. [OR Sen.] LASTNAME on April 30"

Copy the following text into the message and personalize as necessary before sending:

Dear SCHEDULERSFIRSTNAME:

I am the YOURTITLE of YOURCOMPANY, which is headquartered in CITY [with branches in BRANCHLOCATIONS]. I will be in Washington, D.C. on April 15 for the Associated Equipment Distributors Government Affairs Conference and am writing to request a brief meeting for myself with Rep. [OR Sen.] MEMBEROFCONGRESSLASTNAME that afternoon. My schedule is open between 1:30pm and 5:00pm.

In particular, I would like to discuss the reauthorization of federal highway and water infrastructure programs, as well as tax issues that affect my company.

Thank you for your attention to this request. Please let me know if you require any additional information.

YOURNAME
YOURTITLE

YOURCOMPANY
YOURTELEPHONENUMBER
YOUREMAILADDRESS

6. After sending the email, call the scheduler (the telephone number is on the AEDaction.org Web site) to confirm receipt. Follow up on a weekly basis until the meeting is set up. Keep in mind that representatives and senators have busy schedules and you may be asked to meet with staff. Don't feel put off. Frequently, staffers know much more about what's really going on than members of Congress and they have a big impact on the way their bosses think about the issues.

8. After your meeting is set up, please go to <http://ssl.capwiz.com/aedaction/lrm/feedback.tt?event=22683&mode=appointment> and enter your appointment information so that AED's Washington team is in the loop.

If you have any questions at any point in the process, contact AED Manager of Government Affairs Crystal Maguire at cmaguire@aednet.org or 703.739.9513.