# 2021 RESULTS (Virtual!) International Conference Prep Checklist

**Virtual Conference: June 12-13**

**Local Advocacy Week: June 14-18**

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| **Step 1:** | [**Register**](https://results.salsalabs.org/2021-ic-volunteer/index.html?_ga=2.122222987.1657522824.1621261931-1339073303.1614729732) **for the conference (June 12-13) and encourage others to register by June 10th, 2021.** **We all know someone who would benefit from the IC.**  |
| **Step 2:**[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **Read through the following materials below to help prepare you for lobbying during the Week of Action by requesting virtual meetings** **with DC-based senators and representatives for June 14-18.*** Look for an email from Dorothy Monza bringing together everyone from your state who has registered for the IC. She will help you find a time to meet with the whole group to prepare for lobby meetings.
* Decide with your group whether to schedule lobby meetings during one day, like the in-person IC, or over multiple days. Multiple days might increase odds of getting in-person meetings with reps. and senators.
* For Senate meetings, coordinate with [other groups](http://www.results.org/website/article.asp?id=308) in your state. Domestic and global groups should decide whether to meet with aides separately or together. Plan to meet together for face-to-face meetings with legislators themselves.
* Use our [meeting request letter](https://results.org/wp-content/uploads/2021-IC-Advocacy-Week_RESULTS-Virtual-Lobby-Meeting-Request-Letter.docx) for guidance.
* Use top tips from our [Advocacy Basics](https://results.org/resources/working-with-congress-activist-milestone-7/) to guide you in making meeting requests. Remain persistent until you get an answer on your meeting request. Ask for help from district offices if you are not getting the clear answer you need. The aides you have relationships with can help as well. Even if you met with offices recently, use Advocacy Week to get a face-to-face with the member of Congress, or develop another relationship with the office.
* Once you have a meeting, thank the scheduler, and let him/her know you will be reconfirming your meeting the week before. Ask if the senator or rep. would like you to send a Zoom link or if they have a platform they prefer to use.
* Report your booked meetings through our [online form](https://docs.google.com/forms/d/1F4qlL98ASnvy5FXwodHXh8McRg00nRPLNMrN9MqxSig/viewform?edit_requested=true) ASAP. It will help us support your group in lobby preparation meetings.
* Organize your technology. Decide how you will hold your virtual meetings. Zoom is a good option. Ask staff for help if you need it.
* **Read through the campaign preparation materials before your lobby preparation call with staff.** We will have materials for U.S. poverty campaigns and for Global poverty campaigns available on our [conference resources page](https://results.org/conference/advocacy-day/). They are great primers on our issues and legislative requests.
* **Research your members of Congress. Where do they stand on the issues you will be meeting about?**
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| [ ] [ ] [ ]  | **Review our** [**Anti-Oppression Values statement**](https://results.org/our-anti-oppression-values/) **& our** [**Anti-Oppression Resources**](file:///C%3A%5CUsers%5Csleone%5CDownloads%5CAnti-Oppression%20resources)Additional material that can be helpful to you: [Facilitator’s Guide to Equitable Spaces](https://results.org/wp-content/uploads/REF_2018_Facilitators_Guide.pdf)[Making an Inclusive Case for Ending Global Poverty](https://results.org/wp-content/uploads/Making-an-Inclusive-Case-for-Ending-Global-Poverty_.pdf) |
| [ ] [ ] [ ] [ ] [ ]  | **Prepare media, hand-written letters, and stories.*** Get published now! Use our [May media actions](https://results.org/volunteers/action-center/action-alerts/?vvsrc=%2fCampaigns).
* Make electronic prints of editorials, op-eds, articles, and letters to the editor that you have gotten published in your regional media in the last year.
* Organize your media packet with editorials on top, followed by op-eds, articles, and letters to the editor.
* *Generate hand-written letters* from constituents and fellow group members who can’t attend the conference. You can mail or electronically send these letters ahead of or immediately after your meetings.
* Set a date and plan a post-IC virtual outreach meeting for July or early August to share your stories, photos, and excitement with new people. What a great way to inspire new folks to join RESULTS! Use our [top tips to help you plan a solid meeting](https://results.org/resources/working-with-the-community-activist-milestone-5/).
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| **Step 3:**[ ] [ ] [ ] [ ] [ ]  | **Last minutes tasks to help get you ready!** * **Be prepared to schedule a prep meeting** (if you have not already) between your state team and a RESULTS staff member. RESULTS staff will reach out to your state team to coordinate a time to meet. An online lobby prep form will be available, or you can [download a copy online](https://results.org/volunteers/lobbying/). During this meeting you will meet new advocates, designate state team roles, and prepare for your lobby meetings.
* Prepare and practice a [4-sentence EPIC laser talk on what RESULTS is all about.](https://results.org/resources/january-laser-talk-telling-a-congressional-office-about-results/)
* Review your part of each meeting so that you’re familiar with and comfortable with the content.
* Review the IC agenda which is being continually updated on the website.
* **Reconfirm your lobby meetings on Friday, June 11.**
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