

# Conference Prep Checklist

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>Register for the conference and encourage others to register!</b> We all know someone who would benefit from the IC. <i>Late registration rate begins June 1, 2015. You can register before reserving a room.</i></p> <p><b>Timing: April - May 2015</b> (you can register after May but the registration fees increase on June 1)</p>  |
| <input type="checkbox"/> | <p><b>Check out the <a href="#">conference registration page</a></b> for all the information you need about our 2015 International Conference.</p>  |
| <input type="checkbox"/> | <p><b>Book your hotel room at the Washington Court Hotel, 525 New Jersey Ave NW.</b> Book your hotel room through RESULTS during the <a href="#">conference registration process or after you register</a>. <i>You must book your hotel by June 1, 2015.</i></p> <p>To save money on hotel costs, many RESULTS volunteers share rooms at the Conference. If you are looking for a roommate for the 2015 Conference, send a message to <a href="mailto:ic-help-share@googlegroups.com">ic-help-share@googlegroups.com</a>.</p> <p><b>Timing: May 2015</b> (beginning June 1, we cannot guarantee you a room at the discounted rate)</p>  |
| <input type="checkbox"/> | <p><b>Book your airfare or other travel arrangements.</b> Airports closest to the Washington Court Hotel are Washington National Airport: DCA (5 mi), Dulles Airport: IAD (31 mi), and Baltimore-Washington Airport: BWI (35 mi). The Washington Court Hotel is 2 blocks from Union Station on the Metro Rail Red Line.</p> <p>Find <a href="#">additional travel information</a>, including how to get from these airports to the hotel, on the RESULTS website.</p> <p><b>Timing: May - June 2015</b> (the earlier you book, the more likely to get a cheaper rate)</p>   |
| <input type="checkbox"/> | <p><b>Request face-to-face meetings for Lobby Day on July 21</b> with senators and representatives in DC (and/or for July 22, if you are staying on in DC). Remember that the earlier you request your meetings, the more likely you are to get a face-to-face meeting with your members of Congress.</p> <ul style="list-style-type: none"> <li>To submit meeting requests, use our meeting request for <a href="#">Global Poverty Issues or U.S. Poverty Issues</a>.</li> <li>For Senate meetings, coordinate with other groups in your state. U.S. Poverty and Global Poverty groups should plan to meet together for face-to-face meetings with their members of Congress and decide whether to meet with legislative aides separately or together.</li> <li>Use top tips from our <a href="#">Activist Milestones</a> to guide you in making meeting requests. Remain persistent until you get an answer on your meeting request. Emphasize that you are traveling to meet with your elected officials. 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. Once you have a meeting, thank the scheduler, and let him/her know you will be reconfirming your meeting the week before the conference.</li> <li>If you need help with scheduling meetings, contact Lisa Marchal (<a href="mailto:lmarchal@results.org">lmarchal@results.org</a>) for Global Poverty meetings or Jos Linn (<a href="mailto:jlinn@results.org">jlinn@results.org</a>) for U.S. Poverty meetings.</li> <li>Please fill out our <a href="#">Conference Lobby Meeting form</a> for each meeting you have scheduled.</li> </ul> <p><b>Timing: May - July 2015</b></p> |
| <input type="checkbox"/> | <p><b>Schedule a lobby meeting preparation call.</b> To prepare you for your lobby meetings at the conference, RESULTS staff schedules lobby prep calls with your group before going you get to Washington. These calls are very important; they give you time to prepare for your meetings before you get to DC (we will have lobby prep time in DC too).</p> <p>For U.S. Poverty lobby meetings, please contact Jos Linn at <a href="mailto:jlinn@results.org">jlinn@results.org</a> to schedule a lobby prep call; for Global Poverty lobby meetings, please contact Crickett Nicovich at <a href="mailto:cnicovich@results.org">cnicovich@results.org</a> to schedule a call.</p> <p><b>Timing: June - July 2015</b></p>  |

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>Read through the Legislative Handbooks.</b> RESULTS will have our U.S. Poverty Legislative Handbook and Global Poverty Legislative Handbook available on the <a href="#">2015 RESULTS Conference Resources page</a> before the Conference. These handbooks provide invaluable background information to help you at the conference and in your lobby meetings. Please read your packet before you arrive in DC.</p> <p><b>Timing: June - July 2015</b> (please download or print your own copy for the conference; to be environmentally conscious, we do not print packets for conference attendees)</p>   |
| <input type="checkbox"/> | <p><b>Invite your representatives and senators to attend the closing reception</b> on Capitol Hill on Tuesday, July 22 at 5:30pm. An invitation letter that you can customize will be available on our <a href="#">2015 RESULTS Conference Resources page</a>.</p> <p><b>Timing: May - July 2015</b></p>  |
| <input type="checkbox"/> | <p><b>Research your members of Congress</b> through the <a href="#">RESULTS website</a>. Where do they stand on the issues you will be meeting about? Where are they <a href="#">on the Champion Scale</a>?</p> <p><b>Timing: May - July 2015</b></p>   |
| <input type="checkbox"/> | <p><b>Prepare media, hand-written letters, and stories to bring for meetings on the Hill.</b></p> <ul style="list-style-type: none"> <li>• Make prints of editorials, op-eds, articles, and letters to the editor that you have gotten published in your regional media in the last year.</li> <li>• <i>Generate hand-written letter about RESULTS issues</i> from fellow group members who can't attend the conference and others in your community. You can hand-deliver these letters during your lobby meetings.</li> <li>• Ask your congressional offices if your group and community members remaining at home can participate in your July 21 lobby meetings by phone or videoconference.</li> <li>• Let your local papers know that you are going to D.C. to speak with your members of Congress and ask them to write an article or ask if you can write a piece about your experience once you return. We will have a sample press release on the <a href="#">2015 RESULTS Conference Resources page</a> in the coming weeks.</li> <li>• <b>Timing: June - July 2015</b></li> </ul> |
| <input type="checkbox"/> | <p><b>Prepare for your IC lobby meetings:</b></p> <ul style="list-style-type: none"> <li>• Prepare and practice an <a href="#">EPIC Laser Talk on what RESULTS is all about</a>.</li> <li>• Schedule a planning meeting with those with whom you'll be lobbying and use our <a href="#">2015 planning form</a>. You'll also have time to do this in DC. See more about preparing for lobby meetings in our <a href="#">Activist Toolkit</a>.</li> </ul> <p><b>Timing: June - July 2015</b></p>  |
| <input type="checkbox"/> | <p><b>Review the Conference agenda</b> which is being continually updated <a href="#">on the RESULTS website</a>.</p>   |
| <input type="checkbox"/> | <p><b>Set a date and plan a post-IC outreach meeting</b> for August or early September to share your stories, photos, and excitement with new people. What a great way to inspire new folks to join RESULTS! <a href="#">Use our top tips to help you plan a meeting</a>.</p>   |
| <input type="checkbox"/> | <p><b>Packing tips:</b></p> <ul style="list-style-type: none"> <li>• Pack comfortable shoes, comfortable clothes for the conference (remember that DC can be very humid in July), dress clothes for Lobby Day (dress as if doing a job interview), raincoat (in case umbrellas are restricted by Hill security), camera, and earplugs (in case your roommates snore!). Also, some volunteers wear sneakers while traveling between lobby meetings and then change into dress shoes before each meeting begins.</li> <li>• Don't forget to bring resources to pay for meals. RESULTS does not provide meals at the conference other than hors d'oeuvres at the Lobby Day Reception on July 21.</li> </ul>  |
| <input type="checkbox"/> | <p><b>Reconfirm your lobby meetings</b> on Monday, July 20 while you are in D.C.</p>  |