

Conference Checklist

<input type="checkbox"/>	<p>Register for the conference and encourage others to register!</p> <p>Repeatedly check out the conference registration page for all the information you need about the conference.</p>
<input type="checkbox"/>	<p>Book your hotel room at the Washington Court Hotel, 525 New Jersey Ave NW. Get the special RESULTS discounted hotel rate by using the RESULTS discount code “RESULTS0616”. You can reserve your room here. The discount is good through May 26.</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 2016 Conference, send a message to ic-help-share+subscribe@googlegroups.com and then post your request.</p>
<input type="checkbox"/>	<p>Book your airfare or other travel arrangements. 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 including how to get from these airports to the hotel, on the RESULTS website.</p>
<input type="checkbox"/>	<p>Request face-to-face meetings for Lobby Day on Tuesday, June 28 with senators and representatives in DC (and/or for June 29, 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. Ideally you should schedule Senate meetings in the morning as we will kick off Lobby Day with an early morning rally on the Senate side of Capitol Hill.</p> <ul style="list-style-type: none"> <input type="checkbox"/> To submit meeting requests, use our meeting request form. <input type="checkbox"/> 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. <input type="checkbox"/> Use top tips from our Activist Milestones 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 and 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. <input type="checkbox"/> The House currently has a recess scheduled during our Lobby Day. Do not let that deter you—use the opportunity to deepen your relationship with the aides, and to meet in person with the scheduler to find an in-district meeting time after the Conference. <input type="checkbox"/> If you need help with scheduling meetings, contact Lisa Marchal (lmarchal@results.org) for Global Poverty meetings or Jos Linn (jlinn@results.org) for U.S. Poverty meetings. <input type="checkbox"/> Please fill out our Conference Advocacy Meeting Form for each meeting you have scheduled.

<input type="checkbox"/>	<p>Prepare for your IC lobby meetings:</p> <ul style="list-style-type: none"> • Schedule a lobby meeting preparation call. RESULTS staff schedules lobby prep calls with your group before you get to Washington. These calls are very important; they give you time to prepare for your lobby meetings. You will also have time in DC. <ul style="list-style-type: none"> <input type="checkbox"/> For U.S. Poverty lobby prep, contact Jos Linn at jlinn@results.org <input type="checkbox"/> For Global Poverty lobby, contact Crickett Nicovich at cnicovich@results.org • Practice a laser talk on what RESULTS is all about.
<input type="checkbox"/>	<p>Read through the Legislative Handbooks. RESULTS will have our U.S. Poverty and Global Poverty Legislative Handbooks available on the 2016 Conference Resources page before the conference. These handbooks provide invaluable background information to help you at the conference and in your lobby meetings. Read your packet before you arrive in DC. <i>Download or print your own copy for the conference; to be environmentally conscious, we do not print packets.</i></p>
<input type="checkbox"/>	<p>Invite your representatives and senators to attend the Closing Reception on Tuesday, June 28. Watch for more information on how to invite on our 2016 Conference Resources page.</p>
<input type="checkbox"/>	<p>Research your members of Congress through the RESULTS website. Where do they stand on the issues you will be meeting about? Where are they on the Champion Scale?</p>
<input type="checkbox"/>	<p>Prepare media, hand-written letters, and stories to bring for meetings on the Hill.</p> <ul style="list-style-type: none"> • Print copies of editorials, op-eds, articles, and letters to the editor that you have gotten published in the last year. • <i>Generate hand-written letters about RESULTS issues</i> from group members and others in your community who can't attend conference. Hand-deliver these letters during your lobby meetings. • Ask your congressional offices if your group and community members at home can participate in your June 28 lobby meetings by phone or videoconference. • Let local papers know that you are going to D.C. to speak with members of Congress. Ask them to write an article or ask if you can write one about your experience. You are the story!
<input type="checkbox"/>	<p>Review the Conference agenda which is being continually updated online.</p>
<input type="checkbox"/>	<p>Set a date and plan a post-IC outreach meeting for summer or early September to share your stories, photos, and excitement about the conference with new people. What a great way to inspire new folks to join RESULTS! Use our top tips to help you plan a meeting.</p>
<input type="checkbox"/>	<p>Packing tips: Pack comfortable shoes and clothes for the conference (DC can be very humid in the summer), dress clothes for Advocacy Day (dress as if doing a job interview), raincoat (umbrellas may be restricted by Hill security), camera, money for meals and incidentals, and earplugs (for roommates who snore!). Some volunteers also wear sneakers for walking between lobby meetings and then change into dress shoes before each meeting.</p>
<input type="checkbox"/>	<p>Reconfirm your lobby meetings on Monday, June 27 while you are in D.C.</p>