|  |  |
| --- | --- |
|  | [**Register**](https://resultsconference.org/register/)for the conference and encourage others to register! Invite new people!Repeatedly check out the [conference home page](http://www.resultsconference.org) for updates. Check [the FAQ page](https://resultsconference.org/faqs/). |
|  | [**Book your hotel room**](https://aws.passkey.com/go/SummerConference2018) **at the Grand Hyatt Hotel, 1000 H St. NW.** Get the RESULTS discounted hotel rate by using the above link. The discount is good through June 10th**.**Save money by sharing a hotel room. Looking for a roommate? Send a message to results-L@googlegroups.com or post your request on the [RESULTS Facebook page](https://www.facebook.com/groups/RESULTSVolunteers/). |
|  | **Book your flight or other travel arrangements.** Airports closest to the Grand Hyatt Hotel areWashington National Airport: DCA (5 mi), Dulles Airport: IAD (28 mi), and Baltimore-Washington Airport: BWI (36 mi). The Grand Hyatt is located above the Metro Center stop on the Metro Rail Red/Orange/Blue/Silver Lines. |
|  | **Organize Community Outreach Now!** Generate letters you can bring with you to DC.*Generate hand-written letters about RESULTS issues* fromgroup members and others in your community who can’tattend the conference. Hand-deliver these letters during your lobby meetings. Use the [#LettersGetLOUD resource page](http://www.results.org/lettersgetloud) to generate letters. |
|  | **Request face-to-face meetings for Lobby Day on Tuesday, July 17** with senators and representatives (and/or July 18, if you are staying on in DC). The earlier you request your meetings, the more likely you will land a face-to-face meeting with your members of Congress. Hint: If you can, 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.* Use our [online sample letters](http://www.results.org/skills_center/2018_international_conference_resources) to help word meeting requests.
* For Senate meetings, coordinate with [other groups](http://www.results.org/website/article.asp?id=308) 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 meet with legislative aides separately in most cases.
* Use tips from our [Activist Milestones](http://www.results.org/skills_center/working_with_congress) to guide you in requesting meetings. Remain persistent until you get an answer on your request. Ask for help from district offices or aides you know well to secure your meetings. Once you have a meeting, thank the scheduler, and let him/her know you will reconfirm the week before the conference.
* 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.
* Please inform us of each of your meetings on the [Meeting Notification Form](http://www.results.org/skills_center/2018_international_conference_resources).
 |
|  | **Prepare for your IC lobby meetings:*** **Schedule a lobby meeting preparation call.**  Your group & state should meet with a RESULTS staff before you get to Washington. These calls are very important in making your lobby meetings effective. You will also have time to prepare in DC. For U.S. Poverty, contact Jos Linn. For Global Poverty, contact Crickett Nicovich.
* Practice a [laser talk on what RESULTS is all about](http://www.results.org/take_action/global_laser_talk_january_2016).
 |

|  |  |
| --- | --- |
|  | **Read through the Legislative Handbooks.** RESULTS will have our U.S. Poverty and Global Poverty Legislative Handbooks available on the 2018 IC Resources Page beginning in June. 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. *Download or print your own copy for the conference; to be environmentally**conscious, we do not print packets.* |
|  | **Invite your representatives and senators to attend the Closing Reception** on Tuesday, July 17. Watch for more information on how to invite on our [2018 IC Resources Page](http://www.results.org/skills_center/2018_international_conference_resources). |
|  | **Research your members of Congress** through the [RESULTS website](http://www.results.org/take-action/action-center?vvsrc=%2fAddress). Where do they stand on the issuesyou will be meeting about? Where are they [on the Champion Scal](http://www.results.org/skills_center/champion_scale/)e? You will also get information about their voting records at the Conference. |
|  | **Prepare media, hand-written letters, and stories to bring for meetings on the Hill.*** Print copies of editorials, op-eds, articles, and letters to the editor published in the last year.
* *Generate hand-written letters about RESULTS issues* fromgroup members and others in your community who can’tattend the conference. Hand-deliver these letters during your lobby meetings. Use the [#LettersGetLOUD resource page](http://www.results.org/lettersgetloud) to generate letters.
* Ask your congressional offices if your group and community members at home can participate in your July 17 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! Find a press release on the 2018 IC Resources Page.
 |
|  | **Review the Conference agenda** which is being [continually updated online](https://resultsconference.org/agenda/).  |
|  | **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.](http://www.results.org/skills_center/milestone_28/) |
|  | **Packing tips:** Pack comfortable shoes and clothes. DC can be very hot and humid in the summer, but it will be cool in the hotel. Bring business (job interview) attire for Advocacy Day, 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.  |
|  | **Reconfirm your lobby meetings** on Monday, July 16 while you are in D.C. |