

Conference Checklist

<input type="checkbox"/>	<p>Register for the conference and encourage others to join you, especially new people! For questions, check out the FAQ page and visit the Conference homepage for updates.</p>
<input type="checkbox"/>	<p>Book your hotel room at the Grand Hyatt Hotel, 1000 H St. NW. 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.</p>
<input type="checkbox"/>	<p>Book your flight or other travel arrangements. Airports closest to the Grand Hyatt Hotel are Washington 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.</p>
<input type="checkbox"/>	<p>Organize Community Outreach Now! Generate letters you can bring with you to DC. Ask people to write hand-written letters about RESULTS issues (target group members and others in your community who can't attend the conference). Gather them before you leave so you can hand-deliver them during your lobby meetings. These U.S. Poverty or Global Poverty actions have letter templates to help you.</p>
<input type="checkbox"/>	<p>Request face-to-face meetings for Lobby Day on Tuesday, July 16 with senators and representatives (and/or July 17, if you are staying on in DC). The earlier you request your meetings, the better chance to get 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.</p> <ul style="list-style-type: none"> • Use our online sample letters to help word meeting requests. • For Senate meetings, coordinate with other groups in your state (see about setting up lobby prep calls below). If it's a face-to-face meeting, U.S. poverty and Global poverty groups should plan to meet together. If you are meeting with aides only, coordinate with others from your state, in consultation with RESULTS staff, as to whether you want to meet together or separate. • Use tips from our Advocacy Basics 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 at www.tinyurl.com/lobbymeetings.
<input type="checkbox"/>	<p>Schedule a lobby meeting preparation call. Speak with RESULTS staff before you get to Washington to prepare for Advocacy Day. These calls (organized by state) are critical in making your lobby meetings successful. Contact RESULTS Advocacy Assistant Dorothy Monza about your state's lobby prep call ASAP (dmanza@results.org).</p>

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<input type="checkbox"/>	<p>Read through the Campaign Background Briefs. To help you prepare for the Conference and Advocacy Day, RESULTS has new U.S. Poverty and Global Poverty Issue Background Briefs on the 2019 Conference Resources page. Please download and read the briefs packet before you arrive in DC, and if possible, before your state's lobby prep call. You'll also want to have access to the briefs during the Conference so please plan accordingly. NOTE: <i>we will NOT be printing briefs for Conference attendees.</i></p>
<input type="checkbox"/>	<p>Invite your representatives and senators to attend the Closing Reception on Tuesday, July 16. Find a sample reception invite on our 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? You will also get information about their voting records at the Conference.</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 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 the conference. Hand-deliver these letters during your lobby meetings. These U.S. Poverty or Global Poverty actions have letter templates to help you. • Ask your congressional offices if your group and community members at home can participate in your July 16 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 Conference Resources Page.
<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. 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.</p>
<input type="checkbox"/>	<p>Reconfirm your lobby meetings on Monday, July 15 while you are in D.C.</p>