# 2020 RESULTS (Virtual!) International Conference Prep Checklist

### June 20-21

### Week of Action – June 22-25

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| [ ]  | [**Register**](https://results.org/conference/about/) **for the conference (June 20-21) and encourage others to register (before 5/26 if they want to lobby)! We all know someone who would benefit from the IC.**  |
| [ ]  | **Prepare for lobbying during the Week of Action (June 22-25)****Request virtual meetings** with DC-based senators and representatives for June 22-25.* 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/volunteers/lobbying/) 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.
* 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.
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| [ ]  | **Read through the preparation materials and watch the campaign videos.** We’ll 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. |
| [ ]  | **Be prepared to schedule a prep meeting** 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’ll meet new advocates, designate state team roles, and prepare for your lobby meetings.  |
| [ ]  | **Research your members of Congress**. Where do they stand on the issues you will be meeting about? |
| [ ]  | **Review our Anti-Oppression Values statement.** [Read the statement](https://results.org/our-anti-oppression-values/) and consider elements of the [Facilitator’s Guide to Equitable Spaces](https://results.org/wp-content/uploads/REF_2018_Facilitators_Guide.pdf) that will aide your group in interacting in ways that are affirming and respectful of all.  |
| [ ]  | **Prepare media, hand-written letters, and stories.*** Get published now! Use our May media actions.
* 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.
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| [ ]  | **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/) |
| [ ]  | **Prepare for your meetings:*** Prepare and practice a 4-sentence EPIC laser talk on what RESULTS is all about.

Engage the listener, State the Problems we are seeking to solve, Inform on the solution – RESULTS! – and issue a Call to action to join RESULTS. * Review your part of each meeting so that you’re familiar with and comfortable with the content.
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| [ ]  | **Review the IC agenda** which is being continually updated [on the website](https://results.org/conference/agenda/). |
| [ ]  | **Reconfirm your lobby meetings** on Friday, June 19. |