AMA

Sept. 30–Oct. 2

AMA ADVOCACY IN ACTION WORKSHOP MEETING REQUEST

How to schedule a meeting with your representative

1. If you don't already know what district you are in, search by your school's zip code here: https://www.house.gov/representatives/find-your-representative
2. Click on your representative's link, which will take you to their webpage. Most representatives have a section titled "Contact XXX". This should typically have a meeting request form. If not, at a minimum, it will contain the phone number and/or email to which you can address your request.
3. Send your initial email request. (**Please CC both me and your region advocacy chair.**)
4. Follow up via phone call one week later if you have not heard back from your representative's office.

Please feel free to use the below email and phone script templates when scheduling your meeting. And thank you in advance for your efforts in this important grassroots work!

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Email

Subject line: Request for meeting with **[Congressperson's name]**

Dear **[Congressperson's name/Staffer name]**,

I hope this message finds you well. My name is **[Your name],** and I am a constituent and medical student at **[insert school name]** in **[Your city/town]**. I am writing to request a meeting with you to discuss **[H.R. 1234]**. The meeting would be attended by myself and several other medical students from **[Insert school name]**. Are you available for either an in-person or virtual meeting on **Wednesday, Oct. 2?**

Thank you for considering my request. I appreciate your dedication to serving our district/state, and I look forward to your response.

Best regards,

[Your full name]
[Your phone number]

[Your email address]

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Phone script

Good **[morning/afternoon]**, may I speak with **[Congressperson's Name]'**s scheduler or legislative assistant?

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My name is **[Your Name]**, and I am a constituent and medical student from **[medical school]** in the Representative's District. I'm calling to request a meeting with **[Congressperson's Name]** either in person or virtually on Wednesday October 2nd to discuss **[H.R. 1234].** The meeting would be attended by myself and several other medical students from my medical school.

I can provide my contact information for scheduling purposes. Would it be possible for you to confirm receipt of this request and let me know the next steps?

Thank you so much!