



## How to request a meeting:

**Step One:** Identify your Member of Congress: To find your Member of the House of Representatives, please reference the United States House of Representatives website, [here](#). To find your U.S. Senators, please use this [list](#).

**Step Two:** Identify the Scheduler: If you would like to request a meeting with your Representative or Senators themselves, e-mail their scheduler. You can find their scheduler on the linked list of [House Schedulers](#) and [Senate Schedulers](#).

**Step Three:** E-mail the Meeting Requests: E-mail a meeting request to the scheduler for you and the Representative and Senators. You can use this as a [template](#). As in the template meeting request, include the date and the purpose of the visit. If you live in the district or state, it is important to note that you are a constituent.

**Step Four:** Follow Up: Members of Congress and their staff receive many meeting requests. If you have not heard back after a week, follow up with the scheduler by e-mail. If your request continues to go unanswered, please email the energy staffer using this list of [House energy staffers](#) or [Senate energy staffers](#).

**Step Five:** Send Us Your Appointments: Once you set up your meetings with your Congressional delegation, please send Brittney May ([Brittney@hydro.org](mailto:Brittney@hydro.org)) an email letting her know who you are meeting with. NHA is tracking who industry is meeting with to use these meetings as a first step toward building lasting relationships with Members of Congress and their staff.

**Staff Meetings are also effective:** It is often difficult to get a meeting with Members of Congress. If you are unable to secure a meeting with your Senators or Representative, you should not view this as a disappointment. Instead, go ahead and meet with their staff. Meetings with staff can often have a significant impact as they are the ones working on issues on a day-to-day basis. Request that your meeting be scheduled with the staff member who handles energy issues.

Please keep in mind that a typical meeting lasts 20-30 minutes.

If you have any questions, please contact Brittney May at [brittney@hydro.org](mailto:brittney@hydro.org) or 202-897-8580 for assistance.