



Scheduling Meetings on Capitol Hill

The ATE Conference is offering pre-conference meetings and sessions from 9:00 a.m. – 4:30 p.m. on Wednesday, October 25. As part of this pre-conference day, attendees also have the opportunity to use some of this time, or time before or after the ATE Conference, to schedule meetings with legislative offices on Capitol Hill. We encourage interested grantees to set meetings to advocate for advanced technological education, STEM, and community colleges. The following guide can assist you in scheduling a meeting. Please contact Jim Hermes (jhermes@aacc.nche.edu) or Alexis Gravely (agravely@aacc.nche.edu) from the Office of Government Relations at AACC if you have any questions or need further assistance.

Q: What should the invitation to my Member of Congress say?

A: Make sure your request is specific, relevant, timely, and appeals to the interests of your members of Congress. If you know your Senator or Representative has a specific interest, consider tying the invitation to their priorities.

Q: What details should I include?

A: Congressional offices will want to know basic information. Be sure to address who will be attending, what you plan to discuss, and when you would like to schedule the meeting. The office will want to know which issue areas you will speaking about in order to assign the correct staffer.

Q: Where should I send the invitation?

A: In most instances, a request for a meeting on Capitol Hill with the member of Congress will go through the D.C. scheduler. You can call any office and request contact information for the individual who handles scheduling requests for Washington, D.C. Please note that offices receive many scheduling requests, so they prefer to receive them in writing. Email is the best method to request a meeting unless otherwise stated by the congressional office.

- To find your representative: <https://www.house.gov/representatives>
- To find your senators: <https://www.senate.gov/senators/senators-contact.htm>
- To check if your representative is on the House Committee on Science, Space, and Technology: <https://science.house.gov/committee-members>
- To check if your senator is on the Senate Committee on Commerce, Science, and Transportation: https://www.senate.gov/general/committee_membership/committee_memberships_SSCM.htm
- To check if your representative is on the House Appropriations Committee: <https://appropriations.house.gov/membership-118th-congress>
- To check if your senator is on the Senate Appropriations Committee: <https://www.appropriations.senate.gov/about/members>



If you have previously met with other staffers in the D.C. or district office, considering including them on the request.

Be sure to follow up via phone or email if you have placed a request but haven't heard back.

Q: How much advance notice do they need?

A: Congressional offices probably do not need as much notice as you may think as their schedules are constantly in flux, but they begin to firm up two to three weeks in advance. Early October is a good time to request meetings for ATE. If possible, offer a few different options for meeting times.

Q: How long will the meeting last?

A: The standard meeting window is generally a 30-minute block. However, on a particularly busy day, you may only be allotted 15 minutes. Allow additional time for overages—even if you anticipate a 30-minute meeting, plan to be there for an hour. Meetings can start late or go long.

Sample Meeting Request

To: [DC Scheduler]

CC: [Education or Science? Legislative Assistant]

RE: Scheduling Request—Community College ATE Meeting

Dear Mr./Ms. D.C. Scheduler,

I am writing to request a meeting with the Senator on October 24, 25 or 27. STEM leaders from our college will be in Washington, D.C. to discuss ongoing Advanced Technological Education activities on our campuses. Our group would like to apprise the Senator of our work on behalf of the community. The Senator may be particularly interested in our efforts around STEM technician in XXX field.

Representatives from the college would also like to discuss our legislative and funding priorities, including upcoming fiscal year 2023 appropriations.

The following individuals are slated to attend the meeting:

Name, Title

Name, Title

We are available during the following times:

October 24 between 3:00 – 5:00 p.m.

October 25 between 1:00 - 4:30 p.m.

October 27 between 1:00 – 3:00 p.m.

I can be reached at (XXX) XXX-XXXX or sample_email@cc.edu. Thank you for your consideration. I look forward to hearing from you.