



Step-by-Step Legislative Scheduling Guide

2023 – Requesting a Virtual Meeting

1. Find your Legislators for both your home and your work-place address:
Assembly Member search here: <https://nyassembly.gov/mem/search/>
Senator search here: <https://www.nysenate.gov/find-my-senator>
*You can also use our [Find Your Legislator Tool](#)
2. Click the legislator name to visit their webpage and find contact information.
(If your lawmaker is recently elected and their contact information is not easily located, please reach out to Sarah Daly at sdaly@leadingageny.org)
3. Call their Albany or their district office to speak with someone and get the process started. Some lawmakers have their scheduler based in Albany, and others are based in the district. Either one will be a good start to steer you in the right direction.
4. On the phone:
 - Say that you are a constituent in the district and name your organization
 - Being brief, explain what you do and the services you offer to the community at large
 - Say that you would like to set up a virtual meeting for our 2023 Virtual Advocacy Week Feb. 13-17.
5. They will either schedule a meeting with you over the phone or ask that you send an email to the scheduler. *Make sure to ask for the scheduler's email and name if you need it*
6. **Sample Email for Scheduler:**

Hi _____,

(Mention who you are, your organization and the services you provide)

*My association, LeadingAge New York, is hosting a virtual Advocacy Week in mid-February and I am reaching out in hopes of setting up a meeting with **Senator/Assembly Member** _____. We would use this time to discuss some of our key budget priorities, including a long over-due increase to the nursing home Medicaid rate, our long-term care workforce crisis, and just a few key proposals that would help address these issues. **(feel free to be more specific if your organization is particularly concerned with an issue)**. As of now, our availability for the week of Feb 13-17 is:*

- *(list available times to meet)*
- *(you can also share dates outside of our advocacy days that would work well for you and your team)*
- *(be as flexible as possible so that you have best odds of meeting with the legislator themselves)*

*Please let me know as soon as possible if the **Senator/ Assembly Member** is available to meet with us.*



7. If you do not hear back from the office in 3-4 business days, feel free to call/email to follow up, as these offices are quite busy.
8. Conference Lines/Zoom Meeting Information
 - Once you have a meeting time, the Legislative office will likely either provide their own meeting information or ask you to send a Zoom/Virtual meeting invitation.
 - If you would like to hold the meeting on Zoom for face-to-face interaction but don't have your own account, LeadingAge NY would be happy to create a meeting link for you. Simply reach out to Sarah Daly at the contact listed below.
9. **Once your meetings are confirmed, please send your meeting schedule for the 2023 Advocacy Week to Sarah Daly (sdaly@leadingageny.org).**
10. **If you would like a LeadingAge NY policy staffer to be included on your meeting, let Sarah know and we will make sure someone is assigned to your meeting. You can also indicate your preferences on our 2023 Advocacy Week Registration form [here](#).**

Finally, please feel free to reach out to Sarah if you would like guidance on what other legislators you may want to schedule a meeting with. The economic impact and services rendered by your organization likely reach well beyond your immediate district.

Thank you for your participation in advocacy!

Contact: Sarah Daly, 518-867-8845, sdaly@leadingageny.org