

EVERYTHING YOU NEED TO KNOW

THE

GUIDE TO

VIRTUAL ADVOCACY

A guide to help assist when meeting with legislators remotely

GREETING

Timely greet the member or staff and acknowledge anyone from the office who has joined. Thank them for their time and for meeting in this virtual environment.

INTRODUCTIONS

Do introductions so that everyone is aware of who is in the meeting. This is especially important for those who call in and don't use the video function.

MEETING

Treat this interaction as if it were an in-person meeting. Be mindful of your actions and follow remote meeting etiquette. Be cognizant of time, even in a virtual environment members and their staff have busy schedules and you do not want to go over your allotted time.

Pro Tip! If you are the host, use tools to mute anyone who has not turned off their mic or eliminate distractions.

CLOSING

Again thank the member or staff for their time. Get contact information if possible so you can conduct any follow up identified during the meeting.

Pro Tip! Use the chat to drop your contact information, similar to what would appear on your business card.

