

VIRTUAL LOBBYING

SCHEDULE

- Schedule your meeting two weeks in advance.
- Let the office know the issues you will raise and who will attend the meeting.
- Ask how the office is taking constituent meetings: phone or video conferencing?
- Send a day-of email reminder to everyone attending the meeting.

DURING THE MEETING

- Look presentable if appearing on video. Pay attention to lighting and your background.
- Only do introductions if there are less than five people in the meeting.
- Identify yourself each time before speaking. Mute yourself when not speaking.
- Remember the ABCDs of lobbying: be accurate, brief, courteous, and develop a relationship.
- Do not record any part of the meeting without explicit permission.
- Staffers are human and we're all experiencing a crisis. Maintain a sense of humor and have patience!

PREPARE

- Research your elected official.
- Learn the materials provided by Amnesty International USA.
- Assign delegation roles and role play the meeting using the exercise on the next page.
- Practice using the same platform you'll use for the lobby meeting.

AFTER THE MEETING

- Email to thank the staffer for their time and let them know you will follow up.
- Follow up on your ask two weeks later.
- Post about your visit on social media using #RightsNowLobbyDay and tagging @AmnestyUSA
- Let us know the meeting happened by logging it at: amnestyusa.org/debrief

REMINDERS

- We are a non-partisan 501(c)3 organization.
- We do not endorse political candidates.
- If you don't know the answer to something, it's okay to say, "I don't know. I'll get back to you."

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ROLE PLAY EXERCISE

EXERCISE

Assign participants a **delegation role** depending on their strengths. Assign one person to play the legislator or staffer. Rotate roles if necessary.

Practice your lobby meeting using the same platform you'll use for the actual meeting, either tele-conference or video conference.

Make sure you are covering all points on **the lobby visit roadmap**. Practice until everyone feels comfortable!

DELEGATION ROLES

MEETING LEAD: Makes introductions and guides the lobby meeting.

NOTETAKER: Takes notes during the meeting. Is responsible for ensuring the meeting is logged at amnestyusa.org/debrief-form.

PRESENTER: Makes the ask and gives background on the issue.

TESTIMONIALS: Provides specific examples that illustrate why the ask is necessary.

GET IN TOUCH

Email grassroots@aiusa.org or visit amnestyusa.org/grassroots to read more about Amnesty International USA's latest grassroots advocacy initiatives and legislative priorities.

RESEARCH RESOURCES

- [Congress.gov](https://www.congress.gov): Research bills and cosponsor lists.
- [House.gov](https://www.house.gov) & [Senate.gov](https://www.senate.gov): Find your members of Congress, their websites, and committee/leadership information.
- [Amnesty.quorum.us](https://www.amnestyquorum.us): Read legislator profiles and log your meetings.
- **AIUSA Legislative Coordinators (LC):** Volunteers at Amnesty who train and mobilize activists to lobby elected officials. Email grassroots@aiusa.org to be connected with your LC.

LOBBY VISIT ROADMAP

- Thank the office for something specific.
- Do introductions if less than five people.
- Make the ask.
- Share stories and answer questions.
- Repeat the ask.
- Thank them again for their time.

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