

MEETING TIPS



While meeting with a legislator or a staff member may seem a little intimidating at first, there is nothing to be worried about! Meeting with state elected officials gives you a vital opportunity to share your experiences, build relationships with policymakers, and expand the influence of the California Travel Association in State Legislature.

Here is a helpful guide to use as a roadmap for meetings with Assemblymembers, Senators, or legislative staff.

- **Start off on a positive note.** Thank the legislator for taking the time to meet and for any support they have shown on CalTravel supported issues or sponsored legislation in the past that you know about.
- **Introduce yourselves.** Have the group leader open the meeting. Exchange business cards if meeting in person. Tell the legislator briefly about CalTravel and its mission and allow everyone in the group to state their name, title, and organization.
- **Share the one-sheet.** It can be helpful for the person taking the meeting to have something to refer to during the conversation.
- **Designate one person each to touch briefly on each ask.** State clearly and concisely the issue(s) you wish to discuss. Be sure to include CalTravel's position and the action we wish for the legislator to take.
- **Answer any questions to the best of your ability,** but if you are unsure, let the legislator or staff member know that you will need to research the answer and can follow up with them.
- **Directly ask the legislator or staff member if we can count on their support.**
- **Offer yourself or CalTravel as a resource on travel issues.**
- **Thank the legislator or staff member for the meeting.**
- **Ask for a group photo.** Post in the event app Activity Feed or send to info@caltravel.org.
- **Share notes with CalTravel and follow-up with the office on any outstanding information you agreed to research.**
- **Send a thank you email.** Staff members truly appreciate hearing feedback and remember those who take the time to follow up! The connections you make today could prove to be powerful alliances in the future