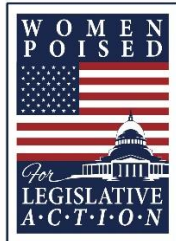


## National Leadership Seminar Communique

Week 1

January 28: **Send Out to state Presidents and Representatives**

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### NLS Communique 1

#### Contacting Your US Representatives and Senators for a Meeting During NLS

Congratulations on registering for the US Forum 2024 National Legislative Seminar in Washington, DC! One of the most important things to do before you arrive on March 10<sup>th</sup> is to arrange for visits with your representatives and senators, (or their legislative aides) to discuss the issues that are of greatest importance to your state members. These meetings should be set for **Tuesday, March 12<sup>th</sup>** (after 10:30 am). This is the **Day on the Hill** activity that is a key event during the seminar. You can do this now by following the steps below:

1. Identify the US Representatives or Senators from your state that you are most interested in meeting. It is best if one or more members of your group are constituents of the congress member you select to contact.
2. You will have time for 5-6 meetings, (at most) during the day. This is due to the distances needed to travel between office buildings, security checks as you enter a new building, and the swarms of people in the hallways that make moving quickly very difficult.
3. Once you have the names of the representative or senator you are interested in speaking with, contact the Capitol switchboard.  
202-224-3121
4. Once you reach the switchboard operator you will be asked for the name of the representative or senator you wish to contact, and you will be connected. You will then either reach a recording that gives you an option for scheduling a meeting via voicemail or an email address to send the request for a meeting. If you reach a staff member, give a brief explanation for your call, the name **DKG Key Women Educators** and the date, Tuesday, March 12<sup>th</sup> that you would like to schedule the meeting. Don't forget to give your contact information to the staff members as well!
5. Be sure to follow with the office of the representative up one week before the seminar (March 5<sup>th</sup>) to confirm the meeting time and location.



**If you are staying at the Holiday Inn National Airport Hotel, make your reservation BEFORE February 6<sup>th</sup> to receive the conference rate of \$129.00 per night!**

**Call 888-294-5059**

**Request the conference rate for “DKG US Forum National Legislative Seminar.”**