



AMERICAN PHYSICAL SOCIETY

Washington Office

Requesting Meetings on Capitol Hill

Step 1: OBTAIN CONTACT INFORMATION:

To find contact information for your members of Congress, go to www.aps.org/policy, click on the Write Congress link, and enter your zip code in the box toward the bottom of the page. Click the “View Detail” links to see contact information for your senators and representative, including the names of their schedulers. (Alternatively, you can also find contact information at www.senate.gov and www.house.gov. Be sure to call the office to make sure the contact information is current)

Step 2: FAX THE MEETING REQUESTS:

Fax a meeting request to each of your senators and your congressman/woman, to the attention of the scheduler. As in the sample meeting request provided, include the date and purpose of the visit (generally, federal support for science research, DOE Office of Science and National Science Foundation, DOD or NASA if that makes sense for your district or state, etc.). If you are a citizen, state that you are a constituent (if not, that you are a resident). If you wish, you may add more biographical information about yourself. If your home and university are in different congressional districts, you should set up meetings with both representatives.

Step 3: FOLLOW UP:

If you haven't heard back after 2-3 days, follow up with a phone call to the scheduler. You will most likely end up leaving a message on his/her voicemail. You may need to leave a few messages.

If you haven't heard back after a week, call and ask for the staffer that handles science issues. You may then be asked to repeat the process of faxing in a request.

Step 4: IF IN WASHINGTON DC, SEND US YOUR APPOINTMENTS:

If you are meeting with a member of Congress in Washington, please send us the time and location of your appointments so that we can keep a master schedule.

NOTA BENE:

It is a good idea to contact the government relations staff at your institution at some point during this process. In some cases, they may be able to help you set up meetings, and in any case they will appreciate a “heads-up” about your plans.

It is often difficult to get a meeting with the member of Congress himself/herself. You should not view this as a disappointment—meetings with staff can often have significant impact. Request that your meeting be scheduled with the staffer who handles science and technology issues.

Please keep in mind that a typical meeting lasts 20-30 minutes (and, if you are in Washington for your meetings it takes about 10-15 minutes to walk between the House offices and Senate offices).

Having problems?

Please contact Don Engle for assistance at engle@aps.org or 202-662-8714.