

# Capitol Hill Fly-in: Learn How to Schedule Meetings with Federal Legislative Offices!

January 22, 2019



**Welcome!**



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Affairs*  
**IREM**



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Commercial Policy, Federal  
Policy and Industry Relations*  
**NAR**

# How to Schedule a Meeting

1

Identify your  
Member of  
Congress  
(Representatives  
and Senators)

2

Contact the  
Legislator's  
Office

3

Suggestions on  
how to schedule  
your meetings in  
Washington, DC

4

Prepare & Do's  
& Don'ts

5

Follow-Up

# Capitol Hill Fly-In Schedule

## Schedule of events

### Tuesday, March 5th

- 3pm – 5:30pm EST – Orientation at NAR's DC Office
  - 500 New Jersey Ave, NW Washington, DC 20001
- 6pm – 7pm – Cocktail Reception at NAR office
- 7pm – Dinner (On your own)

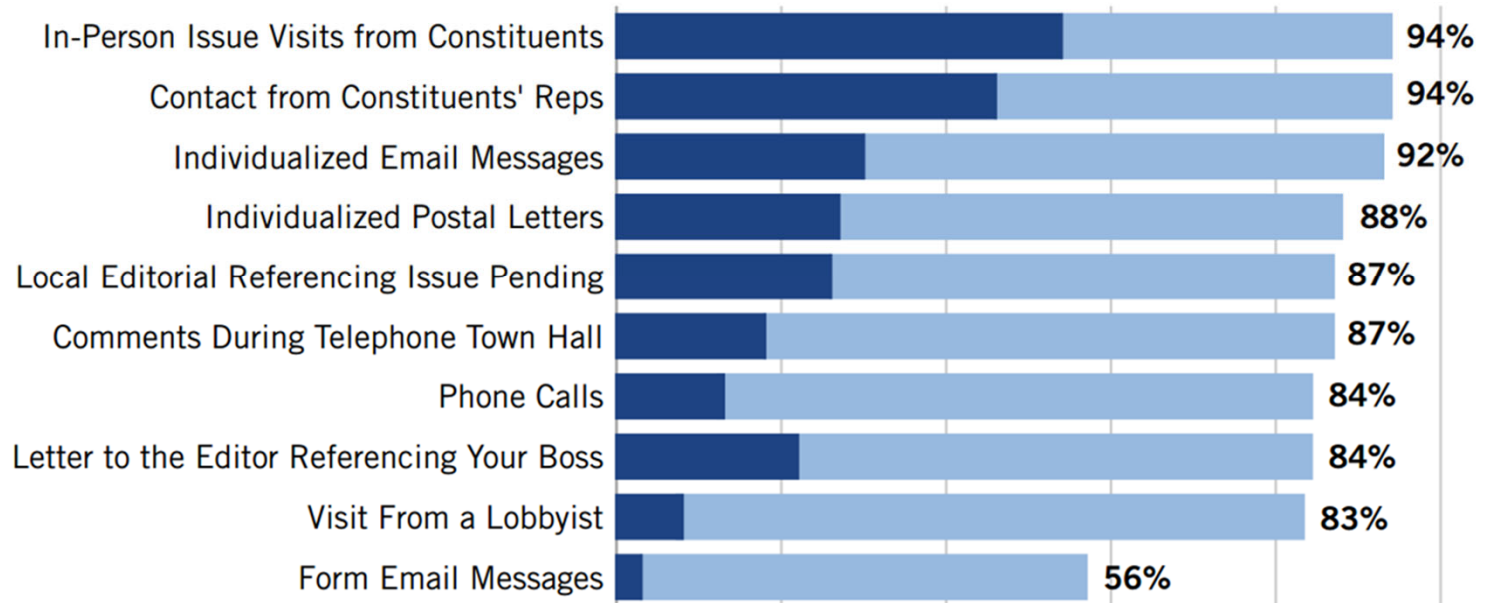
### Wednesday, March 6th

- 8am – 9am EST – Breakfast and last minute preparations at NAR Office
- Travel to the Capitol for your meetings

Depart – Once you have completed all of your meetings!

# Why Conduct Meetings with Legislators

If your Member/Senator has not already arrived at a firm decision on an issue, how much influence might the following advocacy strategies directed to the *Washington office* have on his/her decision?



■ A Lot of Positive Influence    ■ Some Positive Influence

# Government Shutdown





## IREM Support Includes



# Identifying Your Legislators

## Find Your Elected Officials

Enter your information to find your federal, state, and local officials.

Enter your information to  
access the Voter Toolkit now!

 Find Legislators

Send me emails about this campaign

Send me text messages about this campaign

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# Identifying Your Legislators

- Executive Branch
- U.S. Senators
- Congressman

CURRENTLY IN OFFICE

PRESIDENT  
**Donald Trump**  
202-456-1111

VICE PRESIDENT  
**Michael Pence**  
202-456-1111

U. S. SENATORS

CURRENTLY IN OFFICE

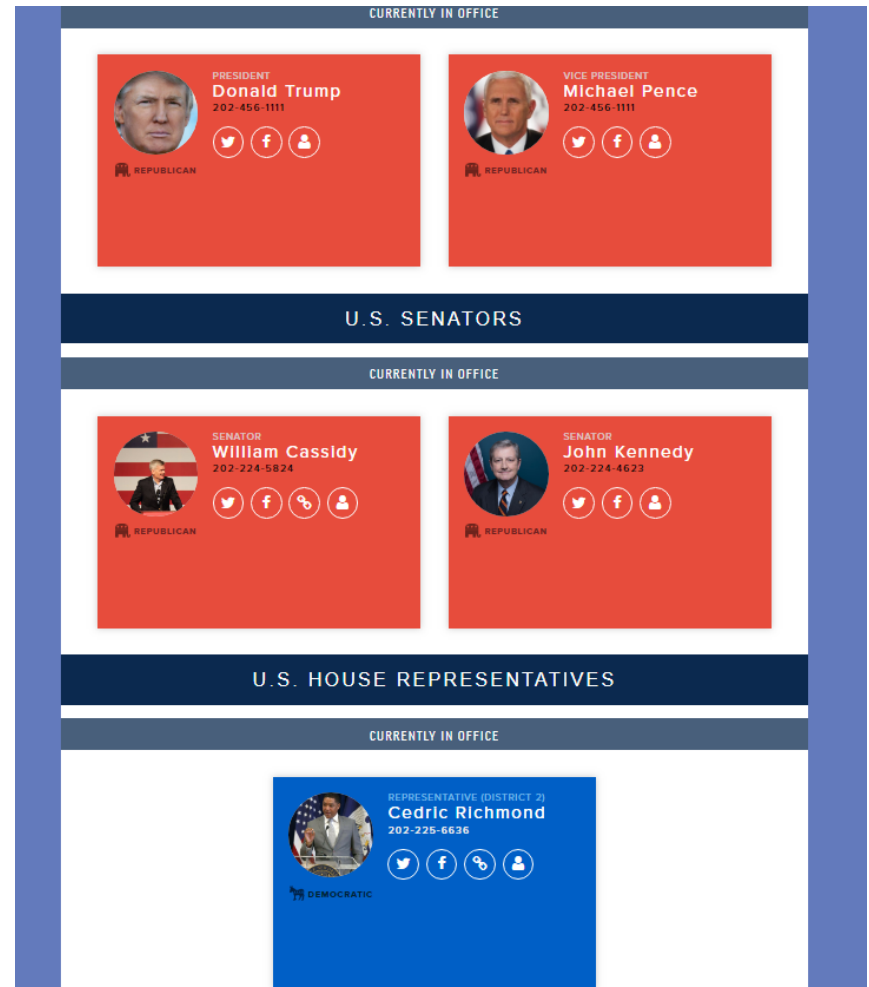
SENATOR  
**William Cassidy**  
202-224-5824

SENATOR  
**John Kennedy**  
202-224-4623

U. S. HOUSE REPRESENTATIVES


CURRENTLY IN OFFICE

REPRESENTATIVE (DISTRICT 2)  
**Cedric Richmond**  
202-225-6636

The infographic is a vertical stack of colored boxes. The top section is red and contains two boxes for the President and Vice President. The middle section is dark blue and contains two boxes for U.S. Senators. The bottom section is blue and contains one box for a U.S. House Representative. Each box includes a circular portrait, the title and name of the legislator, a phone number, and icons for social media and a Republican or Democratic affiliation.

# Identifying Your Legislators

SENATOR  
William Cassidy



CURRENT STATUS

IN OFFICE

TERM

1/6/2015 - 1/3/2021

202-224-5824

@billcassidy

billcassidy

[cassidy.senate.gov](https://cassidy.senate.gov)

United States Senate  
703 Hart Senate Office Buildi...  
Washington , DC 20510

LATEST TWEET

@billcassidy

RT @realDonaldTrump <https://t.co/JsOrDtwdEa>

LATEST POSTS

Bill Cassidy

Wishing you and those you love a happy and healthy 2019!

156 likes, 49 comments, 1 share

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- Current Status in Office
- Term
- Phone number (D.C.)
- Twitter Account
- Facebook link
- Website
- D.C. Office



## Schedule the meeting!



## Contacting Legislative Offices



# Contacting Legislative Offices



**BILL CASSIDY, M.D.**  
UNITED STATES SENATOR FOR LOUISIANA

Contact

**ALERT: SENATOR CASSIDY'S NEW IDEAS TO LOWER HEALTH CARE COSTS**

Contact

## Meeting Request

Meeting with constituents and Louisiana organizations is important to Senator Cassidy. If you would like to schedule an appointment with Senator Cassidy or invite him to attend an event, please fill out your request below

### Your Name

Prefix\*

First Name\*

Middle Name or Initial

Last Name\*

Suffix

### Your Contact Information

Street Address\*

Street Address (2)

City\*

State\*

Zip\*

# Contacting their Legislative Office

*(date)*

*(name of scheduler)*

Office of the Honorable *(name of Senator or Representative)*

*(building address)*

*(city, state zip code)*

VIA E-MAIL *(e-mail address)*

Dear *(name of scheduler)*,

As a constituent and as a member of the Institute of Real Estate Management (IREM), I am writing to request a meeting with *(name of Senator or Representative)* on *(insert date you would like to meet)* in your district office for myself and my fellow real estate colleagues from your district.

IREM® is a force of 20,000 individuals united to advance the profession of real estate management. Through training, professional development, and collaboration, IREM® supports our members and others in the industry through every stage of their career. Backed by the power that comes with being an affiliate of the National Association of REALTORS®, we add value to our members, who in turn add value to their teams, their workplaces, and the properties in their commercial and residential portfolios.

Earning our credentials, including the CPM®, ARM®, ACoM, and AMO®, demonstrates a commitment to, and passion for, good management. These credentials, along with our courses and array of resources, all exist with one goal in mind – to make a difference in the careers of those who manage. Collectively, IREM Members manage nearly \$1.8 trillion in real estate assets including 11.6 million residential units and more than 10 billion square feet of commercial space. Our CPM® Members manage roughly 40% of the federally assisted housing market as well as almost 25% of the public housing stock in the U.S. market.

I am employed with *(name of firm) (insert information about you and your company – type of business, number of properties or units you manage, number of employees, etc.)* I would welcome the opportunity to meet with *(name of Senator or Representative)* to discuss several issues relating to the commercial real estate industry.

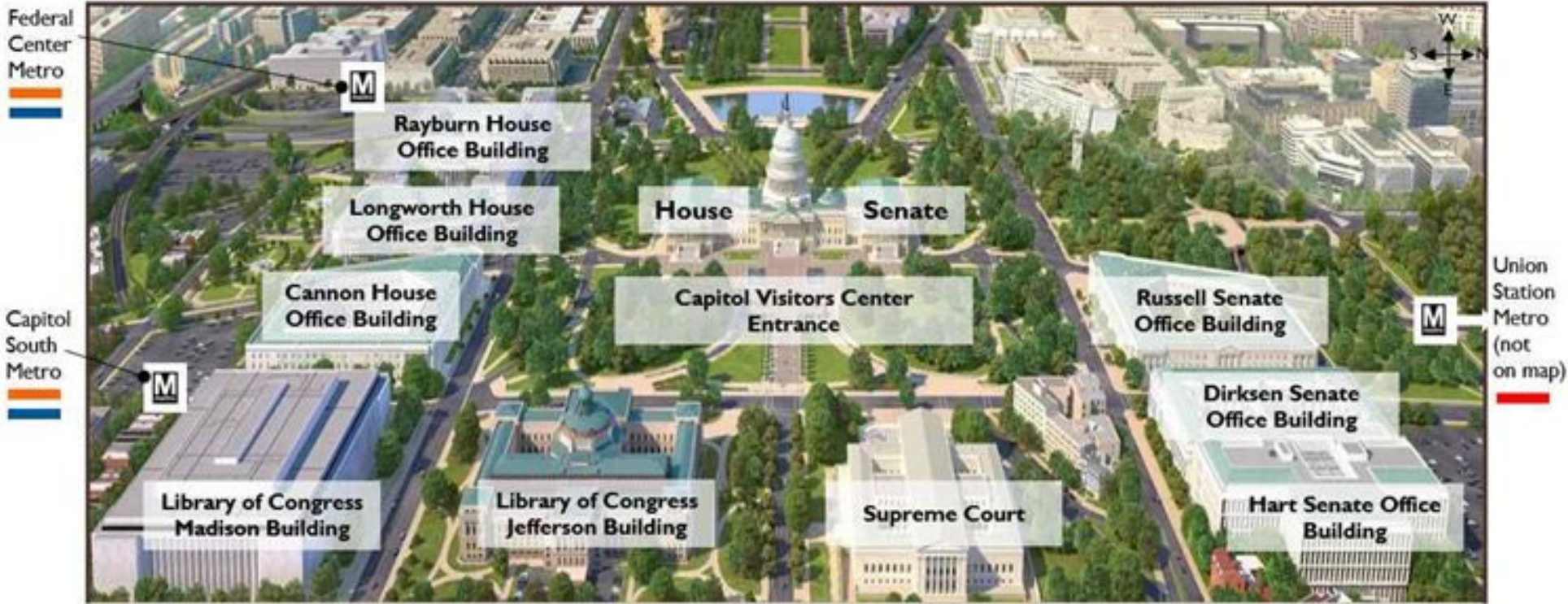
I am available on *(restate the date you would like to meet)* and would like to schedule a meeting between *(insert times you would like to meet – best to give a range)*. Please contact me at *(insert your phone number and email address)* to confirm an appointment or if you have any questions regarding availability. Thank you and I look forward to connecting.

Sincerely,

*Your Name*



# Logistics for Meetings



Sources: Architect of the Capitol, National Journal Research.

Let IREM know about your meeting!!

Email us at [IREMLegislation@irem.org](mailto:IREMLegislation@irem.org)

## Prepare for Your Meeting

**Luck** is a  
matter of preparation  
meeting opportunity.



# Prepare for Your Meeting





## During the Meeting

- What happens during a meeting?



## During the Meeting



## After the Meeting





- Identify your federal legislators
- Submit a meeting request
- Confirm meeting and details
- Let IREM know about the meeting
- Prepare for your meeting
- Day of meeting
  - Arrive early, bring business cards, go over do's and don'ts
- Send a thank you
- Share your story!

## 2019 Public Policy Priorities

- ADA Lawsuit Reform
- Fair Housing
- Source of Income Discrimination
- Companion Animals
- Federally Assisted Housing
- Rent Control
- Medical and Recreational Marijuana
- Flood Insurance
- Data Security

# QUESTIONS?

[IREMLegislation@irem.org](mailto:IREMLegislation@irem.org)