



AMERICAN ACADEMY OF OTOLARYNGOLOGY– HEAD AND NECK SURGERY

AAO-HNS/F 2016 Leadership Forum & BOG Spring Meeting - Optional Capitol Hill Meetings

Since you're already planning to be in the Washington, DC area, the AAO-HNS/F 2016 Leadership Forum & BOG Spring Meeting presents the perfect opportunity to meet with your lawmakers on Capitol Hill. Read on to learn more about the simple steps to schedule a meeting.

1. Determine your assigned lawmakers. If you aren't sure which Members of Congress represent your state/district, follow the links below.

- [United States Senate](#)
- [United States House of Representatives](#)

2. Most members of the Senate and House have a staff person dedicated to scheduling and are happy to work with constituents to arrange a meeting. For Senate appointments, utilize the "Contact" link found under each Senator's name (from the link above). For Representative appointments, click on the Member's name (from the link above) to be redirected to the Member's website. On the Member's website follow "Contact Me" steps to send an electronic meeting request. Generally, the preferred method of contact is electronic - either via email or from a contact form found on the Member's website. If you have trouble using the online forms, you can also call your lawmaker's DC office.

3. When drafting your message, consider using the Academy's sample meeting request language below.

The Honorable [first name, last name]
U.S. House of Representatives (or U.S. Senate)
Washington, DC 20515 (or 20510)

Dear Representative (or Senator) [last name]:

I am a constituent and an Otolaryngologist – Head and Neck Surgeon from (city/town). As a member of the American Academy of Otolaryngology – Head and Neck Surgery (AAO-HNS), I would like to request an opportunity to meet briefly with you in your Washington, DC office on the afternoon of Monday, March 21, 2016, to discuss issues impacting my practice, my patients, and the specialty as a whole.

[If necessary, provide additional details about specific issues here.]

Thank you in advance for your consideration of this request. Should you or your staff have any questions, I can be reached by phone at [your phone number] or by e-mail at [your e-mail address]. I look forward to hearing from you soon. Thank you.

Sincerely,

[your name and any credentials]
Member of the American Academy of Otolaryngology – Head and Neck Surgery

4. Once your meeting has been confirmed, please email the Academy's Legislative Advocacy staff at legfederal@entnet.org, so we can provide materials (talking points, etc.) that may be helpful when meeting with your Senators and/or Representative.