



## Hosting a Practice Visit:

It is not uncommon for elected officials to visit small or new businesses in their districts on “site visits.” These visits provide an opportunity for policymakers to meet constituents on important legislation and learn about their concerns firsthand. Hosting a legislator at your practice allows you to talk about healthcare issues in your own environment. Check out these helpful tips below to make the most out of your practice visit.

☐ **Make an Appointment**

Request to speak with the legislator’s scheduler to schedule a meeting with the staff member who handles healthcare issues. Explain the reason for the meeting request, including the policy issue and the organization on whose behalf you are advocating.

\*\*[Member Directory](#)

☐ **Be Flexible**

Be patient and prepared to accommodate schedule changes for the legislator you are meeting. Due to their crowded schedules, it is not uncommon for them to run late or to have a meeting interrupted.

☐ **Prepare Your Agenda**

The AAO-HNS Advocacy Team will provide everything you need to have a successful, productive meeting. You can expect custom talking points and background materials, including information about the lawmaker and important information on the Academy’s legislative priorities.

☐ **Map Out Your Tour**

Plan out your tour carefully and be clear about what you want to achieve. Try to determine in advance which issues you want to address and assess how the site you choose can illustrate those issues. Focus on the issues important to the specialty by showcasing the state-of-the-art technologies at the disposal of Head and Neck Surgeons, and the effect they have on people’s lives. Work with staff at your practice to assure that everyone is informed and prepared to speak to the issues.

☐ **Smile for the Camera.**

During your meeting, make sure to request a photo with the legislator or staff. Don’t forget to send the pictures to the office and the AAO-HNS Advocacy Team.

☐ **Send a Thank You Note.**

After the meeting, send a thank-you letter or email, reiterating the key points discussed in your conversation. Don’t forget to follow up and send any additional information requested during the meeting. The Academy is happy to assist with the necessary follow-up materials.

☐ **Follow up with AAO-HNS’s Advocacy Team**

After your meeting with the member or staff, make sure to update the Advocacy Team on your experience.