How to set up a meeting with your members of congress in-district office meeting:

1. Identify members of Congress that you want to meet with

Every person in the U.S is represented by two senators and one representative. Identify yours and decide who you would like to meet with.

Find your senators here

Find your representative here

2. Request a meeting

Go to the website of your chosen elected official and look for the "Contact" page. You can submit a meeting request on the website or find the email/phone number for their local district office and contact them directly.

Page 5 of this document includes an email template for your convenience.

3. Plan what you want to say

Members of congress care about what is happening in their state or district and if their constituents (you!) are happy. So make it personal! How have the funding cuts impacted you personally and professionally? How have they impacted your specific research? How have they impacted your institution? How do you see this impacting the future of science? the future of healthcare in the US?

4. Prepare a fact sheet to bring with you

Members of Congress and their staff Congressional staff meet with many people daily. A simple fact sheet can help ensure they remember your priorities and is something they can use to share with colleagues internally. Bringing a leave-behind fact sheet to a congressional meeting is a best practice for advocacy.

Linked **here** is a customizable document with information on the impact of science funding in your state. Edit the document with the resources provided and bring it with you to your meeting.

5. Invite other scientists to join you

Amplify your impact by inviting other scientists to join you. Coordinate with local colleagues from ASPET (or any of its chapters), your institution, or even other universities who share your interests. A large delegation showcases the scientific community's commitment to the issues presented and allows for a more comprehensive presentation of perspectives on the issues.

Make sure to inform the office(s) you are meeting with about the number of attendees at the meeting when you schedule the meeting and consider holding brief preparatory meeting with you colleagues beforehand to align your talking points.

6. Use the following sample meeting script during the meeting

Not every congressional meeting is the same. However, here is a script that will help you stay on topic:

1. Thank the staffer or member of Congress for their time
2. Share who you are, where you're from, and any connection to the office or staff. If you are going with multiple people, everyone should introduce themselves. This shows who is impacted by the issue you are bringing to them!
3. Share a personal story about how you have benefitted from federal funding to science *and/or* the impact of your own research. Demonstrate why it is important to you that the federal government funds science and why your member of congress should care and advocate for that.
4. Make a clear ask to the staffer or member. Here are some examples:
    a. Support robust funding for science by supporting robust and predictable funding to the NIH for FY2026.
    b. Protect the future of science and our research workforce by preventing further cuts to science.
    c. Congress should exercise its oversight authority over any reorganization of NIH to ensure that any changes protect the full spectrum of scientific research.

7. Follow up with the district office

After the meeting, send an email (**Page 5 of this document includes an email template for your convenience)** to the district office. Thank them for their time and include any important links and reference what was discussed during the meeting. Avoid attachments, unless requested by the office.

8. Share with ASPET how your meeting went

Finally, tell ASPET about how your meeting went! This helps us in future advocacy efforts. You can either fill the linked survey **here** or email **publicaffairs@aspet.org**

Resources to help you navigate the process:

- https://www.aspet.org/aspet/advocacy/advocacy-resources/tips-on-meeting-with-your-member-of-congress
- https://www.aaas.org/sites/default/files/2025-02/District%20Visits%20Guide%202.20.2025_0.pdf
- https://docs.google.com/presentation/d/1sNkWAfFE2MwIBjDkA8fjJGN2SxkIXeVW6lSdtBI_OVs/edit?usp=sharing

Sample meeting request template

Subject: District office meeting request
The Honorable (First Name; Last Name)

U.S. House of Representatives/Senate
Washington, DC 20515 (for House)/20510 (for Senate)

Dear Representative/Senator (Last Name):

I am a constituent and [scientist/graduate student/postdoctoral fellow/professor/researcher] from [city/state]. I would like to schedule a meeting with you on (available days) anytime between (specific hours of availability). Myself and (list others who may be attending the meeting with you) would like to discuss how the potential cuts to science funding for next years FY budget, including NIH and NSF, would lead to devastating impacts in our community.

Thank you for considering our request for a meeting on (date). We would very much appreciate it if your scheduler would contact me at (email/phone number) to schedule an appointment.

Sincerely,
(Your name and title)

Follow up template (if the first request goes unanswered)

Subject: Follow-up meeting request
Dear (Scheduler Name),

I'm following up on a recent meeting request made on (date you sent in the original email). Please let me know if your boss or an appropriate staffer will be available to meet with our group.

Thank you so much for your time. Sincerely,
(Your name and title)

Post-meeting thank you email

Subject: Thank you for meeting with local scientists
Dear (Name of person you met with),

It was a pleasure meeting with you on (date) and I greatly appreciate you taking the time to speak with (me/us) about science funding for FY26. We enjoyed sharing our research with you which we hope showed the importance of a well funded biomedical research enterprise.

We strongly encourage your boss to support funding biomedical research and are grateful for any consideration. Please don't hesitate to email me with any further questions about information on biomedical research. Thank you again for taking the time to meet.

Sincerely,
(Your name and title)