



ASSOCIATION OF UNIVERSITY CENTERS ON DISABILITIES  
RESEARCH, EDUCATION, SERVICE

## Tips for a great appointment

AUCD 2013 Conference

### Prepare:

- Get [inspired](#).
- Coordinate with others from your Center and make an appointment in advance via phone or email. Explain that you are a constituent interested in meeting with the Senator or Representative to discuss disability issues.
  - Allow travel time between appointments; 15 min between appointments on the same side of the Capitol (House or Senate) and 30 min to travel between the House and Senate
- Fill out our appointment sheet and learn the background on your member, including committee assignments and committee jurisdiction
  - For example, Appropriations committees control UCEDD & LEND funding, the Senate Foreign Relations Committee has jurisdiction over the Disability Treaty.
- Decide what you are going to discuss and read AUCD's talking points and issue briefs. **Bring a brochure from your Center** and incorporate personal stories if you can about the work you do.

### At the Appointment

- Be on time, but flexible if the staff is running late.
- Wear business attire.
- You may be meeting with staff, rather than the member, and in hallways or reception areas for only 10-20 minutes. Time and space are limited at the Capitol.
- Introduce yourself, where you're from, your Center, and what you're studying, researching, teaching, or working towards.
- Make sure to leave behind the brochure or other information on your Center and let the staff know they can call you Center with disability questions.

### After the Appointment

- Send a follow up thank you email to the staff you met.
- Tell us how it went. Take notes and drop it at reception or email Rachel ([rpatterson@aucd.org](mailto:rpatterson@aucd.org)) or Kim ([kmusheno@aucd.org](mailto:kmusheno@aucd.org)).
- Follow up with any questions the staff had, or pass them onto Rachel or Kim
- Maintain communications with the office on other disability issues.