

# USGLC 2023 Appropriations Lobby Day Meeting Guide for Group Leaders

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**PLEASE NOTE:** All questions related to your Lobby Day meetings, including any scheduling issues with Congressional offices, should be directed to **Ryan Mulcahy at (202) 750-2648 or ryan@usglc.org.**

## PRE-MEETING STRATEGY SESSION

- You will be seated with your Lobby Day group at breakfast, which will give you an opportunity to get acquainted and strategize for your upcoming meetings.
- During this prep session, you should encourage participants to determine who will deliver key asks and messages. Participants may not have specific connections to every message or talking point, so you should feel free to bolster the conversation with additional points, as appropriate.
- Group Leaders should also encourage participants to highlight:
  - Direct ties to the district or state
  - Personal/professional connections to America's development and diplomacy programs

## INFORMATION FOR YOUR MEETINGS

### Getting Around Capitol Hill:

- House and Senate office buildings no longer require outside groups to be escorted into the building, and you do not need an escort once inside.
- Please arrive at a designated visitors' entrance and allow for ample time to go through security. Once you go through security, please go directly to the congressional office you are meeting with.
- Please keep a close eye on the clock, especially if you have back-to-back meetings, so you can build in time to get to your next meeting. You may need to politely end a meeting early in order to keep your group on schedule.

### Going Between House and Senate Office Buildings:

- Please **do not** use the underground tunnels to move between the House and Senate sides of the Capitol. Instead, you should plan to walk outside with your group or take taxis if you are short on time (USGLC will reimburse this cost).
- **If you are comfortable**, it may be best to use the tunnels connecting office buildings to each other on each side of the Capitol. That way, you avoid having to go through security again. **However**, if you are not comfortable using the tunnels, please plan to walk outside with your group.

## MEETING RUN-OF-SHOW

*As a Group Leader, you will be responsible for keeping meetings on track and on message throughout the day. Below is a suggested format for a typical meeting, but feel free to adapt as needed for your group.*

### 1. Thank the Senator/Representative or their staff for taking time in their busy schedule to meet.

### 2. Group Leader Introduces USGLC.

- **Introductions** – Allow everyone to introduce themselves.
- **“Strange Bedfellows” Coalition** – Broad-based, diverse coalition of more than 500 businesses, NGOs, and faith-based groups united in support of U.S. global leadership and the importance investing in America’s development and diplomacy tools.
- **Bipartisan Advisory Council** – Made up of national security and foreign policy experts: former Secretaries of State from Henry Kissinger to John Kerry and other high-profile leaders including former Defense Secretary Bob Gates and former National Security Advisor Robert O’Brien.
- **Military Brass and Veterans** – More than 200 retired three- and four-star generals and admirals representing all five branches of the Armed Forces, including former National Security Advisor Lt. General H.R. McMaster, Admiral James Stavridis, and General Anthony Zinni, along with a nationwide network of over 30,000 veterans.
- **Nationwide Leaders** – Business, faith-based, farmer, humanitarian, and community leaders in all 50 states.
- **Around the Country** – USGLC has an active presence in 32 states, with Advisory Committees that bring together leaders from across the state. If you are meeting with a member in one of USGLC’s field states, these materials are included in your leave-behind packets.

### 3. Make the Ask (*See talking points*)

### 4. Invite Participants to Address Specific Points (*See talking points*)

- **A Safer, More Secure America**
- **Americans’ Economic Security**
- **Projecting American Values**
- **Mobilizing Action and Maximizing Impact**
- **Building Consensus Across Party Lines**

### 5. Group Leader Concludes the Meeting

- **Thank the Member or staffer** for their time and offer USGLC as a resource.
- Provide the **leave-behind materials** in your USGLC bag to the Member or staffer. For Member-level meetings, we have provided two packets of materials – one for the Member and one for the staffer.

### 6. Following the Meeting

- Please plan to take notes during your meetings and share them with **Rachel Karnoff** ([rkarnoff@usglc.org](mailto:rkarnoff@usglc.org)).