

## MEETING WITH ELECTED OFFICIALS

### *PREPARE IN ADVANCE:*

- Do some research. All elected officials have an online website with a biography and details of their visions and interests as a politician.
- Understand the priorities of the party of the member you are meeting with and connect your messaging with their priorities. Visit party webpages to see their broader mandates.

### *EXECUTING THE MEETING*

- Stay non-partisan. Our issues and concerns are non-partisan: we build relationships with all parties.
- Do not give false information. Always fact check. Use briefing notes and messaging from this tool kit. If you don't know the answer to a question, tell the candidate that you will get back to them, then contact [advocacy@cysticfibrosis.ca](mailto:advocacy@cysticfibrosis.ca) and we will provide follow up assistance.
- Establish your key messages in the meeting. Make sure your priority message is addressed. Leave enough time for the candidate to ask questions.
- Do not be afraid to tell your story: politicians need to hear from both our hearts and our heads. Your story provides the emotional context needed to make our key public policy asks.
- Take notes in the meeting. Make note of any commitments. Try to agree upon a deadline for all commitments made.
- Do not tell elected officials that your issue is more important than any other.

### *FOLLOW UP:*

- Send a thank you letter within a week of meeting with the official. Outline any commitments made with agreed upon deadlines. Say that you will follow-up with their office on progress made.
- Work to provide any commitments you have made as quickly as possible.
- Follow-up as promised. The best way to do this is by phone followed by an email that acknowledges progress made and reinforces any outstanding commitments.
- Continue to follow up until all commitments are met.