

## **2021 Engineering Week @ the Capitol** **February 8-11, 2021**

- Many of the standard operating procedures for the Minnesota Legislature have been disrupted by COVID-19, please be flexible and courteous when interacting with staff and legislators. Some information below may be outdated, and when in doubt follow instructions from staff & legislators.
- If you don't know your legislative district, [click here to visit the District Finder](#) and type in your address to see your legislators. Do not hesitate to contact legislators that represent both your home and place of work.
- Here is a sample meeting request script you can use either when emailing or calling your legislators. You should adjust the sample time frames below to match your schedule:

“Hi, my name is \_\_\_\_\_. I am a constituent of Representative/Senator \_\_\_\_\_ and I am participating in ACEC Minnesota’s Engineering Week at the Capitol.

I would like to schedule a 15-minute appointment this week during one of these time frames:

February 8<sup>th</sup>, 10AM - 5PM  
February 9<sup>th</sup>, 9AM - 5PM  
February 10<sup>th</sup>, 8AM - 5PM  
February 11<sup>th</sup>, 8AM - 3PM

Thank you very much for your consideration for this appointment, I look forward to having a conversation about the consulting engineering profession.

- The District Finder will provide contact information for your legislators. You can email or call your legislator to set up an appointment – if you call, expect their Legislative Assistant to answer the phone.
- When emailing your legislators, please include the words “Constituent Meeting Request” in your subject line.
- Let them know that you are attending the ACEC/MN Engineering Week @ the Capitol.
- If another member has already made an appointment, ask if you can join that meeting (schedule permitting).

- Once you have a meeting time for February 8-11, [please click this link to register your appointment](#). ACEC/MN will maintain an overall list of all meetings.
- ACEC/MN will review appointments and as schedules permit, either ACEC/MN staff or a member of our lobbying team will join your meeting.
- After your appointment, [please click this link to let us know how your meeting went](#). This information will be used to help guide our Thursday (2/11) Debriefing Meeting.
- ACEC/MN will provide you with talking points and handouts for legislators on our key issues ahead of your meeting. You can share these digital handouts with your legislator prior to the meeting via email.
- If your legislator is unable to meet with you during ACEC/MN's Engineering Week, provide them with the digital handouts and offer to meet another week if you would like.
- Typically, ACEC/MN members lobby on 3-4 specific issues. If you are attending in a group, have an outline of who will address each issue.
- Meetings are approximately 15 minutes, and "face time" with legislators may be brief depending on the floor schedule and committee schedule the day of your visit.
- Be flexible! The schedule at the Capitol changes constantly.
- Focus on the key issues to get your point across quickly and clearly.
- Make a personal connection if the opportunity arises – state legislators live in your community and serve out of a sense of civic duty. They may know about project you have worked on in the area, your firm's headquarters, your kids may attend the same school, or you may have the same mechanic.
- Consider sending your legislator a thank you email after the meeting. Legislators receive a lot of negative messages in their email inbox, a positive thank you email is always appreciated and can help to build good rapport with members.

**✓ DO!**

- ✓ Join your meeting a few minutes early (and be prepared to wait if they are not yet ready)
- ✓ Thank them for meeting with you.
- ✓ Know the issues, and decide ahead of time who will speak on the key issues being presented.
- ✓ Be succinct -- your meeting may be brief, so get your point across quickly and clearly.
- ✓ Show how the issues affect you, your firm, our industry, and real people in their district.
- ✓ Make a personal connection.

**DO NOT!**

- ⊗ Arrive late.
- ⊗ Bring a PAC / personal check with you.
- ⊗ Be frustrated if you are asked to meet with staff because the Senator / Representative unavailable.
- ⊗ Take too long to get to your point.
- ⊗ Get distracted with different issues.
- ⊗ Forget to thank them for meeting with you.