

Here are in the instructions for setting up your individual Hill meetings:

1. If you don't know who they are already, go to <https://www.govtrack.us/congress/members/map> and type in your office zip code/state to identify your representative and senators. (Please consider setting up meetings with the lawmakers who represent your any/all company locations, as well as the representative for your home district.)
2. [Click here to download](#) an Excel spreadsheet with contact information for your lawmakers' schedulers. Should you wish to reach out directly to legislative staff, the list also includes names and contact information for the individuals in each office who handle aviation and transportation issues.
3. Create an email message to the scheduler listed in the spreadsheet and cc christian.klein@arsa.org.

Copy the following subject and text into the message and personalize as necessary before sending.

Subject: Request for Washington, D.C. Meeting with Rep. [OR Sen.] LASTNAME on March 13

Dear Representative (or Senator) **LASTNAME**:

I am writing to request a meeting with **Rep. [OR Sen.] MEMBEROFCONGRESSLASTNAME** on March 13, when I will be in Washington, D.C. for the Aeronautical Repair Station Association's (ARSA) annual conference. On background, **COMPANYNAME** is located in **CITY, STATE**, has **NUMBER** employees and specializes in **BRIEFDESCRIPTIONOFCOMPANY**.

In addition to providing a general update on issues impact the aviation maintenance industry in our state, the purpose of the meeting is to discuss issues related to implementation of the recently-enacted Federal Aviation Administration reauthorization law, especially Sec. 625 which created a new federal program to recruit and train aviation maintenance technicians.

I am available to meet on March 13th between 10am and 4:30pm.

Thank you for your attention to this request. Please let me know if you require any additional information.

YOURNAME

YOURTITLE

YOURCOMPANY

YOURTELEPHONENUMBER

YOUREMAILADDRESS

5. Within 48 hours of sending the email, call the scheduler (the telephone number is in the above referenced Excel file) to confirm receipt. Follow up on a weekly basis until the meeting is set up. Keep in mind that representatives and senators have busy schedules and you may be asked to meet with staff. Don't feel put off. Frequently, staffers know much more about what's really going on than members of Congress and they have a big impact on the way their bosses think about the issues.
6. If you need additional assistance or are having difficulties getting an appointment, please don't hesitate to contact me. My mobile number is 703.599.0164; my email address is christian.klein@arsa.org. Also, once you have meetings scheduled, please email me so ARSA's legislative team is in the loop.