

National Hydropower Association
Guidance on Requesting Meetings with Members of Congress

Step One: Identify your Member of Congress: To find your Member of the House of Representatives, please reference the United States House of Representatives website, [here](#). To find your U.S. Senators, please use this [list](#).

Step Two: Identify the Scheduler: If you would like to request a meeting with your Representative or Senators themselves, e-mail their scheduler. You can find their scheduler on the attached scheduler [spreadsheet](#).

Step Three: E-mail the Meeting Requests: E-mail a meeting request to the scheduler for your and Representative and Senators. You can use this as a [template](#). As in the template meeting request, include the date and the purpose of the visit. If you live in the district or state, it is important to note that you are a constituent.

Step Four: Follow Up: Members of Congress and their staff receive many meeting requests. If you have not heard back after a week, follow up with the scheduler by e-mail. If your request continues to go unanswered, please email the energy staffer using this [list](#).

Step Five: Send Us Your Appointments: Once you set up your meetings with your congressional delegation, please send Will Pisano (will@hydro.org) an email letting them know who you are meeting with. NHA is tracking who our members meet with to use these meetings as a first step towards building lasting relationships with Members of Congress and their staff.

Staff Meetings are also effective: It is often difficult to get a meeting with Members of Congress. If you are unable to secure a meeting with your Senators or Representative, you should not view this as a disappointment. Instead, go ahead and meet with their staff. Meetings with staff can often have a significant impact as they are the ones working on issues on a day-to-day basis. Request that your meeting be scheduled with the staff member who handles energy issues.

Please keep in mind that a typical meeting lasts 20-30 minutes.

If you have any questions, please contact Will Pisano for assistance at will@hydro.org or 410-818-6236.