MEETING BACKGROUND: BRAIN INJURY FLY IN

1. INTRODUCTION TO TOPIC - 2 MINUTES MAX
   Someone from NASHIA, BIAA, USBIA, or their government affairs partners will introduce the topic and reason for meeting. They will then turn the time over to you.

2. ORGANIZATION INTRODUCTION - 3 MINUTES MAX
   You should provide an introduction to yourself and your organization, highlighting the work that you do. If you are a constituent, you should note this.

3. STATE PERSPECTIVE - 7 MINUTES MAX
   - You should then highlight how the funding you receive from the federal government, including the ACL program, helps to support the work that you do in the state. If you don’t have an ACL Grant, you can discuss the ways in which receiving a grant would help you expand your work.
   - You should also discuss how the lack of comprehensive data on brain injury impacts your efforts.

4. OUR "ASKS" - 5 MINUTES TOTAL
   - $19 Million for the Administration for Community Living Traumatic Brain Injury State Partnership Program, so that every state can receive a grant
   - $5 Million for the Centers for Disease Control National Concussion Surveillance System
   - Sign the letters led by Reps. Pascrell and Bacon and Senator Van Hollen that request these dollars.
   - Join the Congressional Brain Injury Task Force

   If the Member or Senator has supported these asks in the past, you should thank them for doing so.

   It is often helpful to have the constituents make the actual "ask," but if you are at all uncomfortable, feel free to turn the time over to the NASHIA, BIAA, or USBIA staff that is with you.

5. Q&A AND THANK YOU
   Offer the staff an opportunity to ask questions before you wrap-up. At the conclusion of the meeting, thank those in attendance for their time.
WHAT TO EXPECT IN HILL MEETINGS

MEMBERS AND STAFF WANT TO HEAR FROM YOU

Members of Congress and Senators, along with their staff, know that they need to hear from experts in their districts and states. It is important to connect the issue back to the state. They appreciate your efforts and value your opinion.

HILL CULTURE

- Members of Congress and Senators and their staff are often managing multiple meetings with constituents, hearings, legislative briefings, floor votes, and more. Because of this, Members of Congress can often only meet for a few minutes and may stop by at any point during the conversation. If you have a Member-level meeting and they switch you to a staff-level meeting last minute, this is just because of competing priorities, such as being called to vote on the floor.

- Staff can typically meet for 30 minutes but they may be cut short. Staff may be monitoring the floor schedule or looking at their phone at the same time as talking with you. This is not a reflection of you and does not mean that they are not listening. They are used to multitasking. We take extra care to follow-up with staff to ensure your visits are worthwhile.

- Staff are often young, but that doesn't mean they aren't experienced. They are managing these issues for their Member. They understand and appreciate your expertise. They are the ones who make decisions for their bosses, so make the meeting count!

- Particularly in the House, office spaces are small and limited. You may be asked to meet in a hallway, in a small room, or another unusual place. This is not a reflection on you or the importance of the meeting to the Member, it is just the nature of small offices.

REMEMBER:

- Treat everyone you meet, regardless of age or experience, with respect and gratitude.

- The Hill is somewhat traditional, so dress and act appropriately. That being said, they are still regular people!

- Congress wants to hear from you and you are making a difference to support individuals with brain injury and their families.