

## Step-by-Step Guide to Meeting with you MP

### Preparing for the Meeting:

- Practice a short speech (maximum 2 minutes per topic) that gets across the problems and recommended solutions and action you want to the MP to take.
- Learn a little about the MP in advance of the meeting and make some small talk when you meet. You can find this on their webpage, their Facebook page or their Twitter feed.
- Assign roles.
- Role play your meeting, to anticipate potential issues and feel more comfortable with your presentation and messaging.

### At the Meeting:

- Choose a group leader who will confirm the time the MP has available at the beginning of the meeting and ensure the group wraps up within that time.
- Let each member of the group introduce him or herself very briefly.
- Make a personal connection to the issue at the beginning of the conversation. For example: "We know you have been a real leader on women's issues and that you would want to know more about this opportunity for Canada to make a difference in the lives of poor women around the world."
- Keep a diplomatic and constructive tone.
- Conclude each issue discussion by asking, "Can we count on you to (Insert ASK here)?"
- At the end of the meeting, restate what the MP has agreed to do, thank the MP, and say you will follow up with the MP in 3-4 weeks. Put it in your calendar and make sure you do follow up.

### After the Meeting:

- Make sure someone in the group follows up with a handwritten note of thanks to the MP within a day of the meeting.
- Share your meeting details with the RESULTS staff. Did you get a commitment? Is there follow up information you promised your MP? Did they give you a lead?
- Follow up with the MP in 3 to 4 weeks.
- Plan a future appointment to reconnect and update the MP. When you write letters, remind the MP of your previous meeting with him/her.
- Share your notes from the meeting with CJI staff ([pniemeyer@jesuits.org](mailto:pniemeyer@jesuits.org)) so that we can document what progress has been made.