

Meeting with your Member of Parliament

A Roadmap to Success

Setting up a meeting with your MP

1. Find out who represents your riding in Ottawa
 - a. Link to find one's riding <http://www.elections.ca/scripts/vis/FindED?L=e&PAGEID=20>
 - b. Link to find one's MP
<http://www.ourcommons.ca/parliamentarians/en/constituencies/FindMP>
2. Consult the Sitting Calendar <http://www.ourcommons.ca/en/sitting-calendar> to find out when your MP will be in your riding. Dates marked in white are when MPs are in their ridings, dates marked in green are when MPs are in Ottawa.
3. Use our template letter to request a meeting with your MP.

Preparing for your meeting:

1. Read up on the "Need to know" documents in the toolkit
2. Print out the presentation deck to help organize your presentation to your MP

Day of your meeting

1. Arrive 15 minutes ahead
2. Turn off phones
3. Ask how long they have
4. Watch the time / stick to schedule
5. Keep tone positive and non-partisan
6. Thank MP for taking the time to meet with you and encourage follow up

Things to remember when meeting with MPs

- Be clear on objectives and link these objectives to government agendas
- Make sure your presentation is well structured for maximum impact (use the deck provided as a guide)
 - Ex. Tell them what you are going to tell them
 - Summary of points
 - Key messages
 - Tell them why financial support matters
 - Tell them what you told them
- Consider the context in which you are communicating
 - MPs are often bombarded and good at filtering information.
 - They may not be briefed on the issue and may not act.
 - Ultimately, they want to avoid controversy and want to keep their jobs.
- Meetings are more than making the case they are also about listening effectively
 - Follow up on their questions and comments