

MEETING GUIDELINES

The Meeting: What to Do and What to Bring

Take to the visit:

- An agenda - talking outline of points you are going to cover
- Briefing Book to give to the staff/legislator
 - On the last page, "Contact Information", substitute your chapter's contact information before printing.
 - Once you have it printed purchase a 1/2" 3 ring binder to put it in. Office Depot has them for \$1.99. The binder has 2 inside pockets for additional handouts you may want to include and Mars Society brochures. The cover also has a clear vinyl front to insert cover page of Briefing Book.
- (optional but highly recommended) Poster or display illustrating Mars Society projects, Mars Direct Mission Profile, . If you don't already have one, create display board with pictures of MS projects: M.A.R.S., Rovers; slides demonstrating Mars Direct Mission Profile A picture is worth a thousand words.
- (optional) Mars Society pins or mug, water bottle to give to the staff or legislator.

At the visit:

- Dress and act appropriately for a business call.
- Determine how much time you have and honor that limit.
- Be efficient in use of your time so that your main points are made.
- Be responsive and honest in answering questions. If you don't have answer to a question, let them know that you will follow up and get back to them.
- Ask about what will be helpful to the legislator.
- Determine the next step and best way(s) to communicate.
- Thank them for their time and interest

After the Visit

Send a thank you to person(s) you met with. Thank them for their time and attention and that you look forward to future meetings (if appropriate).

IMPORTANT!!!!

If you agreed to any follow-up or get responses to questions that you could not answer in the meeting make sure you follow through! Don't agree to anything you cannot follow up on and follow up on everything you agree to.