

Instructions for Virtual NASCOE Outreach and Advocacy Meetings with Commodity Groups and Legislators.

State Outreach and Advocacy Teams

A. THINGS TO DO:

1. Contact your Congressional Leader's or Commodity Association Headquarters' office and arrange a date and time to meet virtually.
2. Establish a meeting format (see below).
 - a. Options include tele-conference or online video meeting format (such as Zoom or Microsoft Teams).
3. Confirm the meeting date and time with the offices the week prior.
4. After the meeting, send a follow-up email or note thanking the lawmaker or Commodity Association for their time and re-affirm NASCOE's positions.

B. MEETING FORMAT OPTIONS

1. Consult with their office about what virtual meeting format works best for your them. They may be willing to set-up the meeting format for you.
2. Things to consider about different virtual meeting options.
 - a. Tele-conference:
 - i. Pros: Simple method of communicating. The only needed tool is a phone with a speaker phone option.
 - ii. Cons: Lacks face-to-face communication. Limits facial recognition of lawmakers or stakeholders with NASCOE members.
 - b. Online video meeting format (such as Zoom or Microsoft Teams).
 - i. Pros: Allows for face-to-face communication and facial recognition of lawmakers and stakeholders to NASCOE members.
 - ii. Cons: May be new technology for some. Requires access to computer, tablet, or phone with camera. **For more information about how to set up a Zoom or Microsoft Teams meeting, contact Neil or Clint.**

C. GENERAL PROGRAM DURING VISIT:

1. Meet with your mentor, NASCOE Legislative Co-Chairs, and Area Legislative Chairs to finalize preparation for the initial visit.
2. Pre-planning will be required for an efficient and effective meeting. Prepare an agenda of who will talk about what issues and when. It is ideal to have NASCOE members speak who have prior knowledge of the issue. Also, prepare your talking points and update them with your state's FSA economic impacts.
3. During the meeting with your Congressional Leader or Stakeholder keep these ideas in mind:
 - a. The meeting will be brief, probably 15 to 30 minutes.
 - b. Quickly introduce participants on the call.
 - c. Talk over general NASCOE talking points.
 - d. Express and make clear NASCOE's concerns.
 - e. Participants should study and be familiar with the NASCOE talking points ahead of time.
 - f. Deal with specific matters to be brought up in the Legislature or work on building the foundation for a relationship.
 - g. Get a commitment of lawmakers' or stakeholder's position if possible.
 - h. Thank them for allowing NASCOE the opportunity to meet with them and let them know we look forward to working with them in the future.