



## **Advocacy at Home: Congressional Meetings**

### **Best Practices and Preparation Guide**

Sample Agenda for Practice/ Facility Tour:

- **Welcome and introductions:** Describe your team members' responsibilities
- **Overview:** Explain technology, business operations and quality improvement tools, and why they are important to delivering care
- **Policy overview:** Briefly discuss importance of XYZ policy issues
- **Conduct tour** (30 minutes)
- **Open discussion:** Facilitate discussion, encourage questions
- **Conclusion:** Thank attendees and take a group photo