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