



Requesting a Meeting with your Members of Congress

To request a meeting with your representatives' offices, draft an email to your Member of Congress and Senators, inviting them to the Posters on the Hill virtual poster reception and asking for a time to meet with them or their staff via phone or web conference (see below for a sample letter). This email should be sent as far in advance as possible to ensure you are able to get a meeting. Please allow a few days to receive a reply, Congress is very busy this time of year! If you would like, you can follow up a few days later with a phone call to the office.

To find your U.S. House Representative: <https://www.house.gov/representatives/find-your-representative>

To find your U.S. Senators: <https://www.senate.gov/senators/senators-contact.htm> (Select "Find Your Senators in the upper-left corner)

While you should feel free to compose your own message, a sample is provided below. You can identify the office location from your Representative's or Senators' website. If their website has an online contact form, you can also submit your request that way.

[Date]

Honorable [First Name] [Last Name] Honorable [First Name] [Last Name]

U.S. Senate OR U.S. House of Representatives

[D.C. Office Location] [D.C. Office Location]

Washington, DC 20510 Washington, DC 20515

Dear Senator / Representative [Last Name]:

I have been selected as a winner for the 2021 Posters on the Hill, a very selective national competition sponsored by the Council on Undergraduate Research (CUR). Posters on the Hill is a two-day event where participants typically visit Capitol Hill and meet with Members of Congress and their staff members, but this year the event will be virtual and will take place April 27-28, 2021. The two-day event will celebrate research conducted by undergraduate students nationwide. It features a virtual poster reception event over Zoom on April 28, 2021 from 2-4pm eastern time. I'll share a link to this poster session as the date approaches. As an undergraduate at [Insert College Name], I invite you and members of your staff to attend the poster session. [My faculty mentor, Dr. XXX, will also be present.]

I [We] would like to meet with you or an appropriate member of your staff over web conference or via phone to discuss connections between undergraduate research and federal policy. I [We] am [are] available to meet on [insert time blocks you are available for a phone or web conference meeting during the week of April 26-30, 2021.]

CUR is a professional society whose mission is to promote the participation of undergraduates in research. This means fostering interest and success in the endeavor among undergraduates, encouraging faculty to become mentors and supporting institutions as they establish and develop undergraduate research programs. Like CUR, [Insert Your College Name] believes that the best way to learn a subject is by doing it.

I look forward to speaking to you and sharing my work. You may contact me directly at [Insert Your Phone Number] or [Insert Your Email Address]. Thank you for considering this request.

Sincerely,

[Insert Your Name]