

Top tips for meeting your MP in person



- Make notes of the key points that you want to raise with them (this is where the briefing we send you comes in useful).
- Find out a little about your MP. What do they look like? Do they have any interests or particular causes they're interested in?
- Be punctual and polite, but be prepared for the fact that MPs often run late.
- Keep the meeting on track. It's worth asking at the start how much time they have. Then if your MP tries to change the subject, you could respond politely by saying something like: 'I know your time is limited – what I really came to talk about is...'
- Present a personal case. **Explain why you're taking part and why you care.**
- Don't worry if you can't answer a question. Just say so and offer to get back to them (you can always contact us afterwards to find out more).
- Help them understand the issue. **Give them the *MP Briefing*.**
- Make sure you ask your MP to do something concrete (this will be highlighted in your briefing) rather than just supporting your goal. Ask them to keep you updated with their progress on this.
- Follow up with your MP via phone, email, letter or on Twitter using #locallobbyist to make sure they have done what they promised.

Top tips for an effective letter or email



- Remember to include your full name and address. That way it is clear that you are one of their constituents, and they know where to send a reply.
- Use your own words and make it personal – explain why you feel so strongly about the issue.
- Keep it short and to the point: one side of A4 should be enough.
- If writing your letter by hand, make sure it is legible!
- Keep your message focused and clear, highlighting exactly what you want them to do.
- Include supporting facts to back up your case, which you'll find in the briefing that we send you.
- Ask them to respond to you and to let you know what they are doing about the issue.

