



GET READY TO MAKE A REAL DIFFERENCE ... VIRTUALLY

TEST YOUR EQUIPMENT

MAKE SURE YOU ARE FULLY SET UP ON THE PLATFORM THAT YOU WILL BE USING. TEST LIGHTING, SOUND, AND AUDIO OUTPUT.

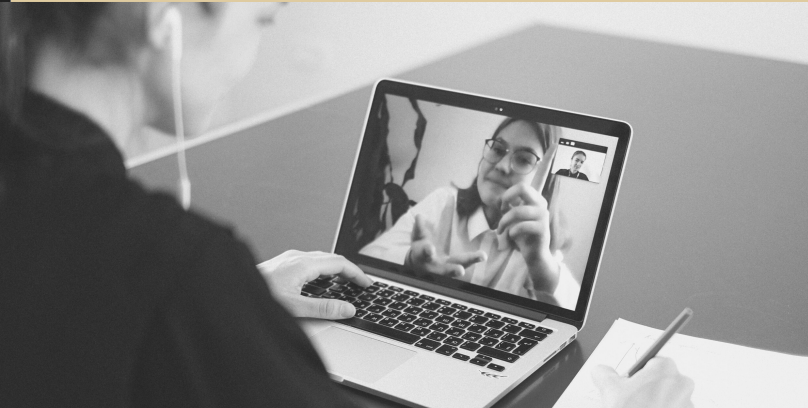


KNOW THE ROOM

KEEP TRACK OF WHO YOU ARE MEETING WITH AND WHAT THEIR POSITION IS. YOU WON'T ALWAYS BE MEETING WITH A MEMBER OF CONGRESS, SOMETIMES YOU WILL MEET WITH A STAFFER.

KNOW YOUR ENVIRONMENT

TRY TO FIND A SPACE THAT HAS PREDICTABLE QUIET, LIGHTING, SEATING, AND PRIVACY.



BE PRESENT

LOOK AT THE CAMERA, BE MINDFUL OF YOUR POSTURE, AND MAKE SURE YOU ARE RESPONDING DIRECTLY TO THE PERSON WHO IS SPEAKING.

CAPTURE THE MOMENT

AT THE MEETING'S END, INFORM THE GROUP YOU'D LIKE TO TAKE A SCREENSHOT. INSTRUCT EVERYONE TO SMILE, AND TAKE A SNAP. WE'LL USE IT ON SOCIAL MEDIA.



DRESS THE PART

THIS WILL GIVE A CUE TO THE STAFFERS THAT YOU ARE JUST AS SERIOUS ABOUT DISCUSSING ISSUES AS YOU WOULD BE IF YOU ARRIVED IN PERSON.

Learn More at MOAA.org/AIA