



EMPLOYERS COUNCIL ON FLEXIBLE COMPENSATION

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GUIDELINES FOR PARTICIPATING IN A TOWN HALL MEETING OR CONGRESSIONAL OFFICE VISIT

Arrive early for town halls and ten minutes for office visits. Town halls have been well attended and space is often limited. If the town hall is being conducted by phone, dial-in early to ensure that you get a line.

Introduce yourself. Make sure they know that you are a constituent. Give them background about your organization (e.g., location, number of employees, number of years in operation).

Stay calm and positive. Engage in meaningful, respectful discussion. Remaining calm, positive and polite while speaking to a Member of Congress or staff person is the best way to be heard.

Be prepared. You will likely have limited time so be prepared with your key points and questions. At a town hall, try to sit near a microphone. If you are not called on, write your question down and give it to the moderator or a staff person with your contact information. For a telephone town hall, dial-in early to ensure that you get a line. Queue your question as soon as possible.

Make it real. If possible, offer real world examples of why flexible spending accounts are important to employers and their employees.

Ask for their support. Make sure to ask for direct support to protect FSAs and to oppose financing health care reform by increasing taxes on the chronically ill and middle class families.

Thank them for their time and hard work!