

### Advocacy Meetings: Advocacy Day and Day in Your District

- Remember you will have more than one meeting per day for Advocacy Day
  - They will show up as different boxes under the meetings tab
- Read through the “talking points” and “notes” sections ahead of time to best prepare yourself for the meeting
- The “attendees” tab holds the contact information for other CALA attendees. Use it when:
  - You need to contact them, i.e. if someone is running late
  - You want to know what companies are represented in your meetings
- Be sure to fill out the “meeting report” after your meeting and let CALA know how your meeting went!
- To add a meeting to your calendar:
  - Click on a meeting to open it
  - In the upper left-hand corner, under “Meeting Details,” click on “Add to Your Calendar”
  - Open your calendar and make sure that the meeting has been added

If you have any questions or want to get involved, let [Maddie](#) know!