Online Schedules and Logistics Overview
Receiving Your Schedule

- You will receive an automated email from Advocacy Associates on a to-be-determined date by your organization

- Click on the URL to access your schedule. You will be automatically logged in when clicking on the URL

- Check your SPAM/JUNK folder if you think you did not receive the email
  - Verify with your organization on the date schedules were/will be sent

- Follow your email platform’s instructions for unmarking future correspondence as spam, if needed
Not Able to Login?

- If you are not able to login or become logged out at any point, you will land at a login page.
Not Able to Login?

- If you are not able to login or become logged out at any point, you will land at a login page.

- Select “Send me a sign-in link” – do not try to enter a username or password.
Not Able to Login?

- If you are not able to login or become logged out at any point, you will land at a login page.
- Select “Send me a sign-in link” – **do not** try to enter a username or password.
- Input the email you registered for the event with to receive a new link to your schedule.
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- Select “Send me a sign-in link” – do not try to enter a username or password.
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- If the problem persists, click on the Support tab.
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- Input the email you registered for the event with to receive a new link to your schedule.
- If the problem persists, click on the Support tab.
- Fill out the questionnaire, and Advocacy Associates will contact you shortly.
<table>
<thead>
<tr>
<th>Time</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM EST</td>
<td><strong>Rep. Greg Pence (R) [IN-06]</strong> Virtual Meeting: Click for details on how to join. You’ll be able to join online or by conference phone number. Hillary Lassiter, Legislative Director : Rep. Greg Pence</td>
</tr>
<tr>
<td>10:00 AM EST</td>
<td><strong>Rep. Trey Hollingsworth (R) [IN-09]</strong> Virtual Meeting: Click for details on how to join. You’ll be able to join by conference phone number. Rep. Trey Hollingsworth</td>
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<tr>
<td>11:00 AM EST</td>
<td><strong>Sen. Mike Braun (R) [IN]</strong> 2 Constitution Avenue, NE, Washington DC Sen. Mike Braun at 374 Russell Senate Office Building</td>
</tr>
<tr>
<td>TBD</td>
<td><strong>Sen. Todd Young (R) [IN]</strong> Virtual Meeting: Click for details on how to join.</td>
</tr>
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### Main Schedule Page

- Confirmed meetings display with a time
- Pending meetings display on the bottom

<table>
<thead>
<tr>
<th>Date</th>
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| Thursday, December 30, 2021 | 9:00 AM EST | **Rep. Greg Pence (R) [IN-06]**  
Virtual Meeting: Click for details on how to join. You'll be able to join online or by conference phone number. 
Hillary Lassiter, Legislative Director: Rep. Greg Pence |
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Virtual Meeting: Click for details on how to join. |

**TBD**
## Main Schedule Page

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- Pending meetings display on the bottom
- All times will be displayed in time zone you are located in

### Thursday, December 30, 2021

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- Click on each meeting to access the information

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</table>
Wednesday January 27, 2021 at 09:00 AM Eastern

Rep. Greg Pence (R) [IN-06]
Meeting With: Hillary Lassiter, Legislative Director, and Rep. Greg Pence,
Meeting Lead: June Smith

Talking Points
Please consider a funding level of $2.1 billion for FY2021.

Will the Senator/Representative co-sponsor S. 123/H. 1234?

Documents
About Us
Best Practices for Virtual Meetings

Attendees
John Green  fakeemail@thisissuperfake.com
YPY Consulting  342-555-6789

June Smith  junesmith@gmail.com
ABC Company  123-555-6789

Talking Points:
- Please consider a funding level of $2.1 billion for FY2021.
- Will the Senator/Representative co-sponsor S. 123/H. 1234?

Documents:
- About Us
- Best Practices for Virtual Meetings

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- Meeting With
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- Click “Join Online Meeting” to open video component (not all meetings will have a video component)
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- Dial-in/additional information
Talking Points

Please consider a funding level of $2.1 billion for FY2021.

Will the Senator/Representative co-sponsor S. 123/H. 1234?
- Talking Points

Please consider a funding level of $2.1 billion for FY2021.

Will the Senator/Representative co-sponsor S. 123/H. 1234?

- Documents
  - About Us
  - Best Practices for Virtual Meetings
- Talking Points

- Documents (click to open in separate tab)

- Attendees who are in the meeting

**Talking Points**

Please consider a funding level of $2.1 billion for FY2021.

Will the Senator/Representative co-sponsor S. 123/H. 1234?

**Attendees**

- John Green
  - fakeemail@thisissuperfake.com
  - 342-555-6789

- June Smith
  - junesmith@gmail.com
  - 123-555-6789

**Important Information:**
Meeting is in Eastern Time. Please do not use this video link for anything other than this specific meeting.
- Talking Points
- Documents (click to open in separate tab)
- Attendees who are in the meeting
- Peer-to-peer chat function
- Talking Points
- Documents (click to open in separate tab)
- Attendees who are in the meeting
- Peer-to-peer chat function
- Check-in to report attendance
- Talking Points
- Documents (click to download as PDF)
- Attendees who are in the meeting
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- Check in to report attendance
- Thank You email. Open the email with your native platform or copy paste into Gmail, Yahoo, AOL etc.
- Meeting Report Form, scroll down to answer each question
- Take Notes option (blank notepad)
- Member of Congress attendance, check one
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- Member of Congress attendance, check one
- Social Media share buttons
- Take Notes option (blank notepad)
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- Click Legislators tab to access more information
Bio and social media contact information

Rep. Greg Pence (R) [IN-06]

Bio:

Representative Greg Pence represents Indiana’s 6th District, where he lives with his wife Denise in Columbus. He is a proud husband, father, grandfather, Marine officer and small businessman who will ensure Indiana’s 6th District continues its strong tradition of leadership in Congress. Joining the Marine Corps in 1979 in his hometown of Columbus, Pence considers his role in Congress as a new opportunity to serve the community, state, and country that he loves. Pence understands that the 6th District needs a leader who will prioritize constituents and ensure Hoosiers always have a seat at the table. “It is an honor and a privilege to serve the people of Indiana’s 6th District,” Pence said. “I will always put Hoosiers of the 6th District and Indiana first.” Pence serves on the House Transportation & Infrastructure Committee, and the House Foreign Relations Committee in the 116th Congress. “My priorities will always include job creation, economic growth, and the protection of our conservative values in Washington,” Pence said. “I look forward to this tremendous honor to represent the place I live and the only place I will ever call home.”

Call: 202-225-3021
Birthday: November 14, 1956
Gender: M
Religion: Catholic

Additional Info:

Website
Facebook
Twitter
YouTube Channel
- Bio and social media contact information
- Relevant bills with voting record
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- Bio and social media contact information
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- Committee assignments
- Messages tab to access peer-to-peer messages
- Directory tab to contact any attendee in your event
- Support tab for scheduling or technical assistance
- Click the “More” tab to access additional materials, information, and resources that your organization may have provided.
Relevant Information and Reminders

- Check your **SPAM/JUNK folder** to ensure you didn’t miss the email with the link to your schedule (domain is @advocacyassociates.com)

- Please call/video into the meeting **5 minutes prior to the start time**, in order to discuss with your group on who will open the conversation and who will be speaking

- All times will be **shown in the time zone you are located in when viewing your schedule**

- You will receive a reminder email **1 hour prior to each meeting** from Advocacy Associates with a link to your schedule

- If the office does not join the meeting within **10 minutes past the start time**, contact Advocacy Associates

- There will be a help number listed in the **Support** tab to call if you need to get ahold of Advocacy Associates

- Meetings may last anywhere from **15-30 minutes**, prepare your pitch and talking points accordingly. **ASK** how much time the office has

- Any **changes to your schedule the day of the event** **will be sent to you via email**. Please be sure to check regularly throughout the day

- Make sure you are in an area with a **good Wi-Fi connection**

- **Mute your microphone** if you are not speaking

- Know your audience - ensure you have **an appropriate background**
Online Schedules and Logistics Overview