



AMERICAN COUNCIL OF ENGINEERING COMPANIES

2026 Annual Convention & Legislative Summit
May 3-6, 2026
Washington, D.C.

CHECK LIST FOR STATE COORDINATORS

- ✓ Use the sample meeting request letter and e-mail the request to your House and Senate member's Washington office (contact information is included).
- ✓ Where possible, enlist ACEC members in your state with established relationships with their House and Senate offices in making the request – congressional offices are more willing to accommodate meeting requests coming from constituents.
- ✓ Follow up with a phone call to the scheduler in each office. The office may not be able to confirm your meeting until 1-2 weeks prior to your visit.
- ✓ Once you have secured a meeting date and time, contact Steve Hall at shall@acec.org and Danny Winslow at dwinslow@acec.org. We will maintain a master list of all meetings.
- ✓ ACEC will send you more detailed information on the key issues – please distribute this material to your delegation when you receive it and urge them to study the issues.
- ✓ Typically, ACEC members lobby on 3-4 specific issues. The delegation should decide ahead of time who will speak on each issue.
- ✓ Meetings are approximately 30 minutes, and “face time” with the Member of Congress may be brief depending on the voting and committee schedule the day of your visit.
- ✓ Be flexible! The schedule on Capitol Hill changes constantly.

WHEN MEETING WITH YOUR LEGISLATOR:

DO!

- Arrive early.
- Thank them for meeting with you.
- Know the issues and decide ahead of time who will speak on the key issues being presented.
- Be succinct -- your meeting with your Members of Congress may be brief, so get the point across quickly and clearly.
- Show how the issue affects you and real people in their district/state.
- Focus on the key issues.

DO NOT!

- Arrive late.
- Bring a PAC/personal check with you.
- Be frustrated if you are asked to meet with staff because the Member of Congress unavailable.
- Take too long to get to your point.
- Get distracted with different issues.
- Forget to thank them for meeting with you.



AMERICAN COUNCIL OF ENGINEERING COMPANIES

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