**PPC Meeting – Preparation Sheet 2024**

***For completion before PPC***

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| **Elected Official’s Name** |  | |
| **Elected Official’s District or State** |  | |
| **Elected Official’s Relevant Committees (please check)** | **MS Research:**   * House Appropriations Committee   + Defense Appropriations Subcommittee * Senate Appropriations Committee   + Defense Appropriations Subcommittee | **Telehealth:**   * House Energy and Commerce Committee; * House Ways and Means Committee; * Senate Finance Committee; * Senate Health, Education, Labor, and Pensions Committee |
| **Who’s Attending This Meeting** |  | |
| **Meeting Time** |  | |
| **Meeting Location** |  | |
| **Staff Member’s Name, Position, and Email Address** |  | |
| **Elected Official’s Website** |  | |
| **Elected Official’s Brief Biographical info that may be helpful (e.g. Past employment, college, personal interests, known connection to MS). Or attach pages.** |  | |

**For completion before your meeting:**

*Available at* [*www.nationalmssociety.org/ppc*](http://www.nationalmssociety.org/ppc)

1. Did they sign last year’s Dear Colleague letter in support of MS research funding? YES or NO
2. Do they serve on any relevant committees of jurisdiction? YES or NO
3. Are they a member of the MS Caucus? YES or NO

**For Completion with your visit team at PPC**

**Identify who will lead the following parts of the meeting:**

***Once you identify roles, utilize the Wow-How-Now worksheet to practice.***

1. **Who will do the welcome and introductions (1-2 mins):**
   * NAME:
2. **Who will share purpose of meeting? (1 min)**
   * NAME:
3. **Who will share their WOW (their personal story) related to each ask?**

*Reminder: Keep Wow impact statement to 1-2 sentences.*

* NAME:

1. **Who will share HOW talking points and make each legislative ask, the NOW?**

*Reminder: If the member is on a key Committee, you may want to start with that ask.*

* MS Research Funding NAME:
* Telehealth NAME:

1. **Who will close the meeting and do thank you/ask for a photo? And who will post the photo to social media using the hashtag #MSActivist #MSPPC24?**

* NAME:

**Meeting Follow-up**

*Sample language and links available at* [*www.nationalmssociety.org/ppc*](http://www.nationalmssociety.org/ppc) *and in the PPC app*

1. **Who will complete the online Visit Feedback form?**

* NAME:

1. **Who will send a thank you/follow-up communication to the office?**

* NAME: