



ASTS

American Society of
Transplant Surgeons

Member of Congress Site Visit Guide

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Hosting a member of Congress or their staff at your transplant center is an effective way to show policymakers how organ transplantation works. Site visits are an invaluable way to educate policymakers and build relationships, ultimately increasing the influence of ASTS and your transplant center on the issues that matter most to your patients.

10 Essential Steps to Hosting a Site Visit

- Step 1** **Contact ASTS advocacy staff to discuss your interest in hosting a site visit.**
The ASTS advocacy staff can help identify any pertinent information you may need to deliver to your health system leadership and offer solutions to potential barriers that may arise while planning your site visit.
- Step 2** **Identify the member of Congress and obtain contact information of appropriate staff.**
Determine which member of Congress represents the district in which your transplant center is located. You can find this information on the official websites of the [U.S. House of Representatives](#), [U.S. Senate](#), or by contacting ASTS advocacy staff.
- Step 3** **Seek buy-in from your health system leadership.**
Before inviting your member of Congress to visit your transplant center, you must seek permission from your health system leadership which is likely to include your c-suite leaders and community outreach or government relations staff. The hierarchy of approval will depend on your facility type and established relationships.
- Step 4** **Develop a tentative itinerary for the site visit.**
Having a basic itinerary constructed prior to contacting your Congress member's office will help them plan their schedules. Most site visits will last between 1 to 3 hours maximum. Consider the following factors when planning the day.
- Will the site visit begin the day at a corporate office, such as a meeting with the CEO, and then move to the transplant center?
 - Will the site visit include a tour of the entire hospital or just the transplant center?
 - Will the site visit include rounding with patients and their families?
 - Will the site visit include a robotic or other technology demonstration?
 - Will your health system offer to host a press event?

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Step 5

Gather key information about your transplant center and develop talking points.

Develop a factsheet with essential information about your transplant center and operations. Work with ASTS advocacy staff and your health system government relations staff to develop talking points regarding your policy priorities.

Step 6

Send a formal invitation via email.

Work with ASTS advocacy staff to develop an invitation and schedule the site visit. Key elements that will be included in the invitation will be the purpose and goals of the visit, target dates and times, a tentative itinerary, and names of health system attendees.

Step 7

Coordinate the site visit logistics.

Once the invitation is accepted, finalize the itinerary and work with Congressional staff to coordinate logistics such as key contacts, meeting locations, parking, meals, and any security, privacy, or access requirements. Contact the ASTS advocacy staff to coordinate a preparation call.

Step 8

Prepare your staff for the site visit.

Ensure your transplant center is ready to provide a tour and have knowledgeable staff available to discuss your center's work and address any questions. If the tour consists of other units within the hospital, prepare their leadership as well. Provide copies of ASTS talking points and photos of the member of Congress to your staff so they are aware of the messaging and importance of your guests.

Step 9

Expect the unexpected.

Be prepared for late notice schedule changes or attendee changes. If the member of Congress is unable to attend, the staff attending the site visit should be treated as if they were the legislator.

Step 10

Follow up with all site visit participants and send thank you notes.

The day after the site visit, email attendees thanking them for their time and interest in your transplant center. Reiterate key points discussed during the visit as well as your willingness to provide additional information and to be of resource in the future.