

Frequently Asked Questions for Senate Meetings – NLC 2021

Q: Will the Senator or his/her staff be attending the virtual meeting?

A: The overwhelming majority of virtual meetings will be with staff who work for the Senator. Note that due to the ongoing impeachment trial, Senators have very limited availability to speak with constituents during National Burn Awareness Week. Meetings with Senate staffers are highly productive and will go a long way in building relationships with congressional offices and advancing the ABA's priorities. If a Senator is expected to attend a virtual meeting with you, we will contact you in advance.

Q: How do I access the virtual meeting?

A: The call information is included in the Outlook calendar invitation for each virtual meeting. **If the call information contains a host pin, you are expected to host the call.** This will be the case for the majority of virtual meetings. If a host pin is NOT listed, the Senate office will host the call. If the call instructions state that ABA attendees will be hosting the call, we suggest dialing in a few minutes before the meeting start time to allow congressional staff attending the meeting ample time to join.

Call with American Burn Association and Sachin Mathur, Jasmin Palomares - Sen. Gillibrand (D-NY) - Meeting

File Meeting Scheduling Assistant Tracking Insert Format Text Review Help Tell me what you want to do

Cancel Meeting Teams Meeting Meeting Notes Contact Attendees Address Book Check Names Response Options Busy 15 minutes Recurrence Categorize Dictate Insights View Templates

Attendee responses: 2 accepted, 0 tentatively accepted, 0 declined. This appointment conflicts with another one on your calendar.

Title: Call with American Burn Association and Sachin Mathur, Jasmin Palomares - Sen. Gillibrand (D-NY)

Required: Mathur, Sachin (Gillibrand) <Sachin.Mathur@gillibrand.senate.gov>; Palomares, Jasmin (Gillibrand) <Jasmin.Palomares@gillibrand.senate.gov>; jsum29@gmail.com; shd9067@nyp.org; robertta@upstate.edu

Optional: advocacy@ameriburn.org

Start time: Wed 2/10/2021 11:30 AM All day Time zones

End time: Wed 2/10/2021 12:00 PM Make Recurring

Location: 425-436-6399, 2284083 Room Finder

Call Information

- Dial-in number: 425-436-6399
- Access code : 2284083
- Host PIN : 5653 (ABA meeting attendees will host the call)

Meeting Resources

- [DOD Funding](#)
- [Leave Behind](#)
- [Slides for Congressional Meetings](#)

Q: How should I conduct a meeting if there are multiple ABA members participating?

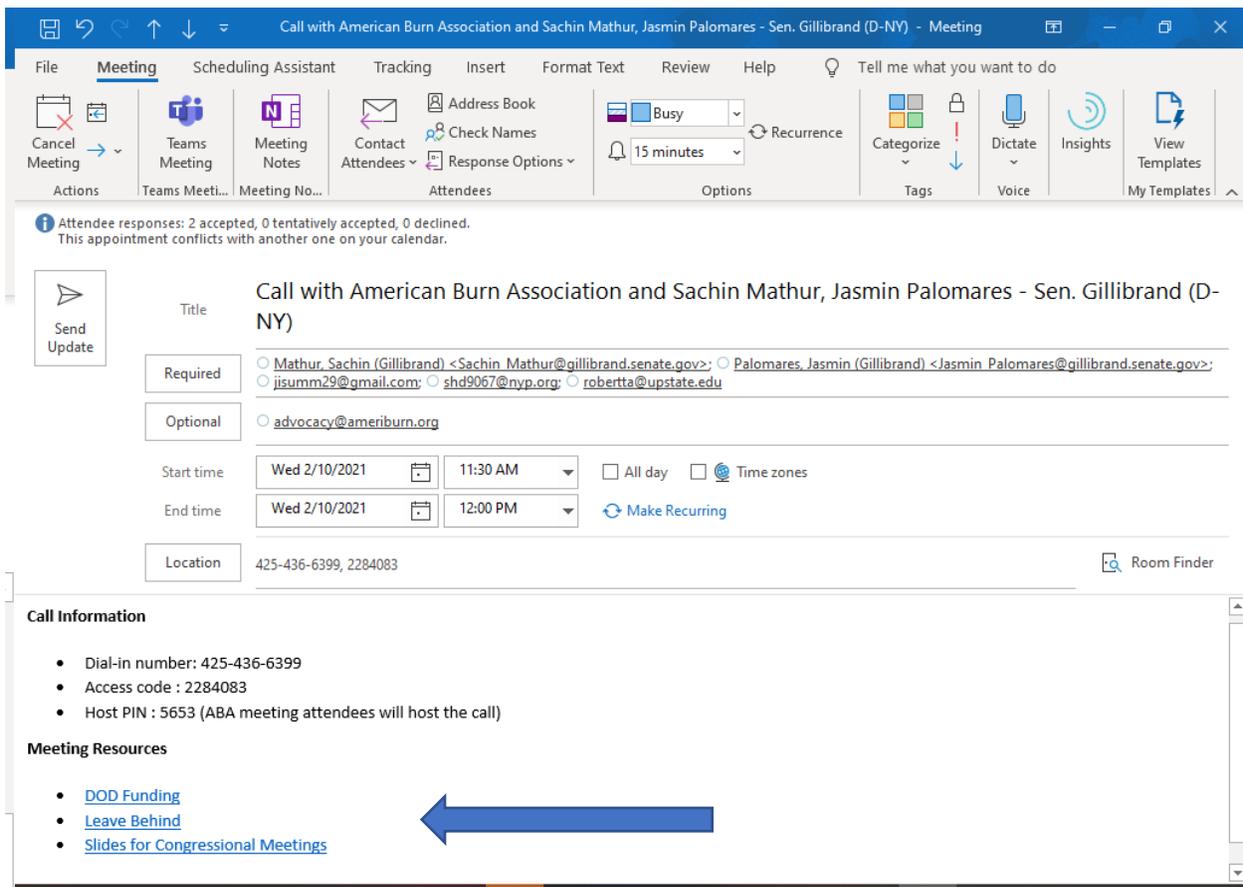
A: If there is more than one ABA member attending the meeting, we suggest coordinating with all attendees beforehand to designate a meeting "captain" who will be responsible for leading and/or

hosting the call if applicable. To contact fellow ABA members attending a meeting, please refer to the Outlook invitation, which contains the email addresses for all attendees, including Senate staff.

Q: What materials do I need for the meeting?

A: Each Outlook invitation contains links to the meeting materials you need. Below is a list of these materials with a brief explanation of each. These same materials also apply to any meetings you may have schedules with members of the House of Representatives.

- [DOD Funding](#) – Summarizes key burn research studies funding by the Department of Defense via the Military Burn Research Program.
- [Leave Behind](#) - Provides an overview of the ABA and short description of the Military Burn Research Program.
- [Slides for Congressional Meetings](#) – Contains slides you may use during your virtual meetings with Senate offices to guide your discussion during the call. We recommend you send the slides to the staff contact in advance of your call.



Q: What if I am unable to connect with a Senator or his/her staff for my virtual meeting?

A: For the meetings we have scheduled on your behalf with a Senator and/or his/her staff, each Outlook invitation contains the email address of the staff who will be attending the virtual meeting, which always ends in "senate.gov." If you are unable to connect, we advise reaching out to the staff member via email at your earliest convenience.

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Send Update

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Required [Mathur, Sachin \(Gillibrand\) <Sachin.Mathur@gillibrand.senate.gov>](#); [Palomares, Jasmin \(Gillibrand\) <Jasmin.Palomares@gillibrand.senate.gov>](#); [jsummm29@gmail.com](#); [shd9067@nyp.org](#); [robertta@upstate.edu](#)

Optional [advocacy@ameriburn.org](#)

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