Sample Invite & Agenda for Congressional Meet & Greet

Sample Agenda

From: Your Name
To: Staff Member
Cc: Chief of Staff
Subject: Congressional Meet & Greet – August 7th

Dear Staff Member,

We are contacting you on behalf of the _____ Chapter of the American Immigration Lawyers Association (AILA). AILA is a nationwide bar association of over 11,000 lawyers who are involved with various aspects of immigration law. [Insert a sentence here about your Chapter]. Our members represent U.S. citizens who sponsor foreign family members, U.S. businesses that employ foreign workers, foreign nationals and legal residents faced with deportation, and individuals seeking refuge under U.S. asylum laws, among others. Additional information about AILA and the work we do is available at www.aila.org.

Our Chapter is holding a Congressional Meet and Greet on [date] at [time] at [location] with staff members that cover immigration or immigration related policy or cases for local Congress members and we hope that you can join us.

This event is an opportunity build a relationship between our local AILA members and your office. We will cover some issues of mutual concern including visa retrogression (green card unavailability), the H-1B visa crisis, and enforcement issues relating to our immigration laws. The event will include an opportunity for you to mingle with our members, address the group and hear how immigration related issues are affecting your constituency. I hope you can join us.

Sincerely,

[Your Name]
Advocacy Liaison, [Your Chapter]

90 minute Agenda

:0 – :20 minutes	Mingling & Greeting Guests
:20 - :25 minutes	Go Over Agenda & Introductions
:25 – :30	Congressional Staff Remarks
:30 - :50	AILA present immigration policy & case examples
:50 – 1:10	Question and Answer session
1:10 – 1:20	Congressional Staff Response
1:20 – 1:30	Closing Statements