

NATIONAL MOBILISATION CAMPAIGN

How to set up the meeting

Finding your local Federal Member of Parliament and Senators:

- <https://electorate.aec.gov.au/> to identify which electorate you are in
- https://www.aph.gov.au/Senators_and_Members to find electorate office contact details (our initial focus is reaching Members of the House of Representatives rather than Senators).

Requesting a meeting

1. *Send a short email asking to meet with your local member.*

Subject Line: Request to brief **NAME** on our issues as a local business

Email body: Hello, I have been a local business owner for **X** years and operate **BUSINESS NAME, ADDRESS**. (Put in a little bit about your business – number of employees, length of time at same address etc).

As one of your local constituents, I would very much appreciate the opportunity to meet with you to discuss the devastating impact of COVID-19 on my business and on travel agents, what has worked well and where we need more support.

I will call your office shortly to confirm a time.

Thank you in advance.

2. *Call electorate office as a follow up and to confirm a time*
 - Ask to speak with the diary secretary
 - “Hi, I’m just ringing to follow up on my email asking for the opportunity to brief **NAME**. I’m a local business owner and I’d emailed requesting a meeting.”

Did you know?

If someone is a serving Minister in the House of Representatives, then you address them initially in writing as “The Hon.¹ MR/Mrs SURNAME” and then as Dear Minister. When speaking with them you can then just call them “Minister” or Mr/Mrs SURNAME. If they are a Senator, you can address them orally as either “Minister” or “Senator”. If they are a Member of the House of Representatives, then you just call them Mr/Mrs SURNAME. More information here https://www.aph.gov.au/Senators_and_Members/Guidelines_for_Contacting_Senators_and_Members/How_to_address_Senators_and_Members

¹ Short for “Honourable”. Past Ministers continue to use “The Hon.” as part of their initial written salutation.