

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](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 support my business so urgently needs given we have essentially been in hard lockdown since March 2020 when the international travel ban was imposed.

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](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.