

Checklist for organising events with Politicians/Parliamentarians

This checklist is designed to highlight the main issues that should initially be taken into account when preparing a meeting or event with politicians and parliamentarians.

Choosing a date: Be aware of the parliamentary schedule

- Do not host meetings that run parallel to fixed parliamentary meetings, such as Committee meetings
- Choose a date when plenary sittings are taking place at the capital

Choosing a location

- Make sure the location can be reached easily, involving little effort for parliamentarians (i.e. close to the parliament)

Invitations

- Build up a good database of addresses in advance: involve members of all committees involved, find out if a disability inter-group exists, etc.
- Involve as co-workers politicians and staff from ministries, since such people may exert considerable influence behind the scenes
- Think about sending out pre-announcements to the top 50 people you would like to become involved
- Send out invitations 2–3 months in advance, and ask for feedback (standardised fax or email)
- Plan to conduct a follow-up by phone with the most important stakeholders

The event itself

- Try to involve some high-ranking persons or politicians in your programme (e.g. for an opening speech or a presentation)
- Keep input short and easy to understand, and vary the format (i.e. not only presentations: interviews or short films should also be considered)
- Allocate extra time for informal talks before or afterwards
- Make sure that your organisation/network is highly visible
- Provide printed information material and in various other formats