

Plan the meeting so you will know who will start the meeting and who is best placed to answer what questions

Let the politician know in advance what it is you want to talk about, give them time to prepare

Try to be clear about what exactly it is you are asking your politician to do (e.g. asking an MP to write an Early Day Motion)

Do some research on your politician beforehand. What are they interested in? Have they said anything on your issue before? Look them up on theyworkforyou.com

The ideal sized group is roughly 5 to 6 people, any more and it becomes difficult to have a conversation.

Make sure you know how long you have with the politician so you can pace yourselves

One person in the group should have the task of keeping a record of what was said and who has agreed to do what

Make sure you explain what the issue is (and the social/political/environmental/economic costs), who is responsible, what your proposals are and what they can do

End the meeting by summarising what actions you have both agreed to take

Afterwards send the politician a note summarising the meeting and what they agreed to do

Meet as a group afterwards to talk about what went well and what you might do different next time