

LegCon 2023 Planning Timeline

7 Weeks Before LegCon 2023 (Week of January 16)

- Complete [Registration](#) for National PTA's 2023 Legislative Conference
- Attend the LegCon Prep Webinar (FLCs only) to discuss logistics and scheduling on Tuesday, January 17 at 8:00 pm EST (view the recording [here](#) if you were unable to join us)

6 Weeks Before LegCon 2023 (Week of January 23)

- Review the [Scheduling Hill Meetings Memo](#) for detailed instruction on scheduling and preparing for Hill Day meetings
- Prepare your outreach emails to Hill offices

5 Weeks Before LegCon 2023 (Week of January 30)

- Begin outreach to Congressional offices using the [House and Senate email templates](#) to share meeting requests with Congressional schedulers no later than Wednesday, February 1, 2023

4 Weeks Before LegCon 2023 (Week of February 6)

- [Attend](#) the LegCon Prep Webinar (open to all attendees) to discuss policy asks and virtual Hill Day logistics on Wednesday, February 8, 2023, at 8:00 PM EST
- Review National PTA's Public Policy Agenda and 'Hill Day Asks' to learn more about National PTA's federal policy priorities for the 118th Congress. (Available publicly on February 6, 2023; and February 28, 2023, respectively)
- Visit the websites of your Members of Congress to better understand their positions on issues affecting the health and safety of all children and families, to help inform your meeting strategy. Those pages can be accessed at [House.gov](#) and [Senate.gov](#)

3 Weeks Before LegCon 2023 (Week of February 13)

- Schedule a meeting with your state and local PTA members who will be in attendance to review and summarize “in your own words” National PTA’s Public Policy Agenda (speak to what resonates most with your community) and develop a meeting strategy
- Review National PTA’s Legislative “Leave Behinds” and determine which policy asks, based on your planning meeting with your state delegation, what should be prioritized for your meetings
- Ask your state PTA delegates if they know which member of Congress represents the district where they live. You can go [here](#) for House and Senate Members, just add your address
- Assign delegates to the appropriate meeting based on their identified district and Member of Congress
- Begin to submit your Hill Day meetings to National PTA’s Government Affairs team online using the [Hill Day Meetings Submission Form](#) (please submit as they are scheduled if possible)

2 Weeks Before LegCon 2023 (Week of February 20)

- As your meeting request approvals begin to roll in, FLCs should assign state PTA delegates to specific meetings based on their constituency and assign the following roles for each meeting: Spokesperson, Supporting Lines, and Note-taker
- Use the [Hill Day Meeting Checklist](#) to ensure your delegation has access to all of the tools and resources needed to prepare for your virtual Hill Day meetings
- Visit the [2023 LegCon webpage](#) to view the conference schedule, plan which workshops will be covered by which PTA members, as needed, and follow [@NationalPTA](#) on Twitter to familiarize yourself with the issues

1 Week Before LegCon 2023 (Week of February 27)

- [Attend](#) the LegCon Prep Webinar (open to all attendees) to develop and practice your pitch and effectively communicating with elected officials, on Tuesday, February 28, 2023, at 8:00 pm EST
- Review National PTA’s [Conducting Meetings with a Decisionmaker](#) Toolkit to improve your advocacy capabilities
- Submit your final Hill Day schedule to National PTA’s Government Affairs team online using the [Hill Day Meetings Submission Form](#) by **Wednesday, March 1, 2023**

Share so others can learn too – you’re participating in the democratic process; this important work should be shared! Post your LegCon pictures on social media using the hashtag #PTALegCon; tag [@NationalPTA](#) and your Members of Congress in the post and thank them for their time and commitment to the health and safety of every child.

LegCon 2023 begins on Tuesday, March 7, 2023!