

# AACAP Virtual Legislative Conference Etiquette

Our Advocacy training session will be conducted via Zoom on Thursday, May 13, at 2pm EST.

Your Congressional meetings will take place throughout the day via GoToMeeting on Wednesday, May 19.

At the end of our training session, participants will be instructed to move to GoToMeeting for a chance to test the platform. It is also an opportunity to establish a plan of action with the other participants from your state. You will receive a link to access your specific meeting from Soapbox on Wednesday, May 12, which is also available on their mobile tool.

Consider the space from which you will conduct your Congressional meetings. **You need a strong internet connection.** Should a hardwired connection be possible, this is highly recommended to reduce the chance of any Wi-Fi connectivity issues.

**A video camera is strongly recommended.** Place the camera at eye level and make sure your head is entirely in frame. Ensure that you are in a well-lit room, so that everyone in the meeting can see you.

While the majority of AACAP members have transitioned to telepsychiatry over the past year and have adapted good bedside manners with patients, here are a few reminders on how to conduct the most effective meetings with your Members of Congress and their staff.

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- **Virtual Presence: Consider the Background of your Space**
    - Ensure that the objects in your frame are professional
    - Consider using office space that is reflective of your role in child and adolescent psychiatry
    - Please dress professionally
    - Avoid having moving fan blades in your image frame to improve video quality
  
  - **Verbal/Non-Verbal Communication**
    - Please keep your camera on for the duration of your meetings
    - PLEASE mute yourself when you are not speaking. Only unmute when you wish to speak.
    - Speak in full, complete sentences and then pause to account for transmission delay
    - Ensure any gestures are done at the appropriate level in the camera frame
    - Follow the lead of your state captain to ensure your group does not speak over each other
  
  - **Avoid Distractions**
    - Do not multitask while in your meetings
    - Put your phone on silent
    - Even when muted, avoid making unnecessary/distracting sounds (finger tapping, mouse clicking, typing)
    - Do not eat during your meetings
    - Keep pets out of frame and in another room, if possible
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By following these simple rules of etiquette, you are well on your way to having effective meetings with your Members of Congress and their staff!