Prime Advocacy Congressional Schedule Instructions:

You can access your schedule through the Prime Advocacy platform [here](http://clients.primeadvocacy.com/attendee/login) by logging in with your email address. If you have participated in previous Advocacy Days, you will see those years listed – simply select the **2020 schedule** to continue. When viewing your schedule for the day, the conference call phone number and access code will be listed in the **Location** field.

Items to remember, which will be addressed during the Advocacy Training Webinar:

- It is highly recommended that you use a computer/laptop when using the Prime Advocacy Platform. This way you can view scheduling, attachments, and important documents.
- The **Status** of each meeting is displayed in the upper right-hand corner of each meeting.
- Please call into the meeting **5 minutes prior to the start time**, in order to discuss with your group regarding who will open up the conversation and who will be speaking.
- Most start times are scheduled at off times (example: 12:10pm or 10:55am) – this is intentional to counter bandwidth issues and is your **meeting start time**. The congressional offices are **aware of these unique starting times**.
- All times are shown in **Eastern Standard Time**.
- Calls are scheduled for 15-minutes blocks. They may end early or go longer, but the time frame remains the same as an in-person meeting.
- **Talking Points** will be provided along with supplemental documents to reference during the call.
- A “Help” number will be listed for you to call regarding any scheduling or technical concerns.
- Please provide feedback on how the meeting went in the **Meeting Notes** section of each meeting. This information is crucial to the government affairs team moving forward.

Your schedule **may be altered** between now and the Hill Day. Please log in daily to check for any updates. Any changes made to your schedule on the Hill Day will be sent to you directly via text message – those changes will be reflected in your online schedule.