

SAVE THE DATE



The EMA 2017 Fall Meeting, October 25 – 28 at The Mayflower Hotel, Washington, D.C., <http://www.envelope.org/Fall2017>, provides an excellent opportunity for you to meet and ask your Congressional representatives to stand up for a stable and efficient Postal Service and preserve a viable mailing industry that contributes more than \$1.4 trillion to our nation's economy. This year in addition to bringing key decision makers on Capitol Hill to speak to you, we will once again provide you an opportunity to meet with your elected representatives. These meetings should be requested for the afternoon of Wednesday October 25, 2017. I encourage all EMA Members to plan to attend the Fall Meeting and to request an opportunity to share our industry's concerns with your elected

officials. Some simple guidelines for requesting a meeting are provided below and EMA staff is available to offer any assistance you may need to schedule your meeting.

As we draw closer to the event, we will schedule two conference calls to provide detailed guidance on what to expect in your meeting and up to date talking points will be distributed prior to your meeting so you are armed with the latest information and materials to leave with your Member of Congress.

Below are a few tools to use when contacting your Member of Congress.

Five Easy Steps for Requesting a Meeting with Your Member of Congress

1. Contact the scheduler for your Member of Congress. Meeting requests are always more impactful when coming directly from a constituent. Visit <https://www.govtrack.us/congress/members> to identify your Member of Congress based on your business address.
2. Send an e-mail meeting request to the scheduler for your member for **Wednesday Afternoon, October 25, 2017** including your name, business name, address and purpose of your visit. Remember: It is your Member of Congress' job to meet with you, don't feel bashful about making a request.
3. If necessary, place a follow-up call to the scheduler if you have not received a response within 48 hours. You will likely need to leave a voice mail referencing the date of your e-mail request.
4. When your appointment is confirmed, please note the time and office location. Do not be discouraged if you are offered the opportunity to meet with a staff member. These meetings are still very valuable and your input will be reported to your Member of Congress. The fact that you took the time to travel to Washington to be heard will make an impact!
5. Report your meeting details to EMA staff at mhbenjamin@envelope.org. Other EMA members from your district may want to join you and we will work to set up groups to maximize impact.

Sample Meeting Request E-mail:

Subject Line: Constituent Meeting Request for Rep. [insert full Member name]

Greetings,

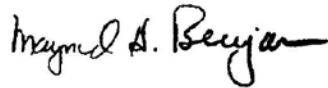
My name is [insert name]. I am [insert title] for [insert business name] located at [insert address]. I will be traveling to Washington, D.C. on Wednesday October 25, 2017 and would like to request an opportunity to meet with Rep. [insert Member last name] sometime that afternoon. My business relies on a stable and efficient Postal Service and legislation is vitally needed to ensure that it remains sustainable. I would like to discuss the role my business plays in the district and how Rep. [insert Member last name] can help ensure that we remain a part of the local economy. Thank you for your attention to this request.

Sincerely,

[insert name]

We are here to help! Requesting a meeting should only take a few minutes of your time, however, please reach out if you have any questions, need help identifying your member, or need any additional assistance. I hope you will take advantage of this opportunity to let your voice be heard on this important issue.

Sincerely,

A handwritten signature in black ink that reads "Maynard H. Benjamin". The signature is written in a cursive style with a horizontal line at the end.

Maynard H. Benjamin
President & CEO

Hotel Information and Preliminary Agenda



The Mayflower is a landmark hotel that brings timeless elegance and contemporary style to its role as a vibrant host to the city. With a central location in the business district that is blocks from the White House and the vibrant Dupont Circle neighborhood, and surrounded by entertainment, cultural, shopping and dining destinations, The Mayflower is sited perfectly for effortless explorations of the nation's capital.

Getting There

Three major airports service the Washington DC area. The Mayflower is approximately 5.3 miles from Ronald Reagan Washington National Airport – DCA; 27.1 miles from Washington Dulles International Airport – IAD and 36.3 miles from Baltimore/Washington International Thurgood Marshall Airport – BWI.

Hotel Reservations

The following guest room rates have been guaranteed for the EMA 2017 Fall Meeting. EMA group rates will be honored over the meeting dates and for reservations arriving up to three days prior to the meeting and departures up to three days after the meeting, based on availability.

EMA Guestroom Rates:

Deluxe Room	\$279.00US + tax for single/double occupancy
Executive Room	\$349.00US + tax for single/double occupancy

This is a very busy time in Washington, D.C., please make your reservations as soon as possible.

Hotel reservations can be made by calling 1-800-228-7697 or online at

<https://aws.passkey.com/go/b5ce7884ATTENDEE>. Mention the EMA 2017 Fall Meeting when making your reservation. The EMA special group rate will be available until September 25 or until the room block is sold out.

Reservation requests received after September 25 or once the room block is full will be accepted on a space and rate available basis. A deposit equal to one night's room rate is required to hold each reservation.

Below is the preliminary agenda, make your plans to attend today!

Preliminary Agenda – Schedule may be subject to change

Wednesday, October 25, 2017

8:00 am – 9:30 am	Foundation Board of Trustees Meeting*
9:00 am – 4:00 pm	Registration & Information Desk
10:00 am – 11:30 am	Board of Directors Meeting*
11:45 am – 3:00 pm	Scheduled Hill Visits
3:15 pm – 4:15 pm	Membership & Marketing Committee Meeting*
5:00 pm – 6:00 pm	First-Time Attendee/New Member Orientation/Reception
6:00 pm – 7:30 pm	Welcome Reception

Evening Free

Thursday, October 26, 2017

7:30 am – 9:00 am	Continental Breakfast with Table Tops
7:30 am – 3:00 pm	Registration & Information Desk
8:00 am – 9:30 am	Opening General Session – Keynote Speaker & Awards
9:30 am – 9:45 am	Refreshment Break with Table Tops
9:45 am – 11:15 am	General Session II – Foundation Forum
11:15 am – 12:45 pm	Lunch with Table Tops
1:00 pm – 2:30 pm	General Session III – Public Policy
2:30 pm – 2:45 pm	Refreshment Break with Table Tops
2:45 pm – 4:15 pm	General Session IV – Postal Affairs

Evening Free

Friday, October 27, 2017

7:30 am – 9:00 am	Continental Breakfast
7:30 am – 3:00 pm	Registration & Information Desk
7:30 am – 8:00 am	Industry Partners (Associates) Business Meeting
8:00 am – 9:30 am	General Session V - Technical
9:30 am – 9:45 am	Refreshment Break
9:45 am – 11:15 am	General Session VI - Management
11:15 am – 1:00 pm	Lunch on Own
1:15 pm – 2:45 pm	Closing General Business Session - Keynote
2:45 pm – 4:00 pm	Meetings & Content Committee Meeting*
6:30 pm – 7:30 pm	Industry Partners Reception
7:30 pm – 10:30 pm	Industry Partners Party

Saturday, October 28, 2017

Departures

*Committee Members Only