

WHAT WILL I NEED TO DO?

If you sign up to be a constituency coordinator you will play a key role in arranging the lobby in your area, but we will provide you with all the information and support to enable you to do so.

Your key tasks will be to:

1. Liaise with your MP to set a date and time.
2. Be the contact person on the website – this will mean allowing your email address to be shown so that others can get in touch. You will be able to remove yourself from the website after the lobby.
3. Communicate, coordinate others who sign up in that constituency, and bring together other, diverse groups in your area.
4. Keep the website updated with your plans.
5. Think about local media opportunities and local promotion of the lobby. We'll send you a media pack to help with this.

HOW DO I SIGN UP?

Online: You can sign up on the website (www.thebigconnection.org) by clicking on the 'Join your local lobby' button. If there is no coordinator in your area, you will then be invited to sign up as a coordinator, and your contact details will be shown on the map.

Phone: If you're not online, you can phone the organisation that told you about the Big Climate Connection, and let them know.



BEFORE THE DAY: ARRANGING A MEETING

By the end of September, you should have an idea of the numbers and availability of those attending the lobby in your constituency, so it will be time for you to get in touch with your MP and fix a meeting by either:

- Calling their office.
- Emailing or writing to them.

If there are a lot of you meeting your MP, you might need to find a location outside your MP's office. You could be creative and choose an alternative location that connects with the lobby asks and will attract media attention. There will be more information in our media pack to help you with ideas for this.

You then need to let others in your constituency know about the meeting. Please update thebigconnection.org website with the details, and get in contact with anyone who has registered in your area to let them know the plans.

WHAT IF MY MP CANNOT MEET US ON NOVEMBER 5 OR 6?

If your MP cannot meet you on the lobby dates then you can suggest an alternative date which suits everyone, but please arrange it as close as possible to November 5 or 6. Just keep the website updated and please let us know when you will be meeting them.

SHOULD I ARRANGE A MEETING DURING THE MP'S SURGERY?

Most MPs hold surgeries where they meet with people in their constituencies to discuss issues. These are usually once a week and are advertised locally and on the MP's website.

If your MP says they cannot meet you on the lobby dates then it may be appropriate to book an appointment during their surgery. Do bear in mind however, that for many people these surgeries are an important place to raise sensitive and personal problems with their MP, and these issues may take priority at surgery times.

WANT TO BE A CONSTITUENCY COORDINATOR?

IF MY MP CANNOT MEET ME, WHAT SHOULD I DO?

If your MP is not able to meet you it is still really important to let them know that there are local people in their constituency demanding action on climate change.

How about:

1. Writing them a letter co-signed by all the local supporters.
2. Organising an event for climate change supporters in your area.
You could then tell local media and your MP about it.

Not everyone can make the meeting time, what should I do?

It will be hard to arrange a meeting that everyone (including your MP) can make, just try and find a time that works for most people. Those who can't make it could try and set up a separate meeting, or you could ask those who can't make it to write individual letters about why they care (they don't need to be detailed) and send them to you before the meeting, then you can present them to the MP when you visit.



BEFORE THE DAY: PREPARING FOR YOUR MEETING

As well as researching your MP and having a look at the background information on what we're asking for at the back of the pack, there are a few other things that you, as coordinator can do to make your lobby more effective:

RELATE THE ASKS TO YOUR LOCAL AREA

Your MP will listen more to what you say if you can show how the issues are connected to your area, so think about how you can use local examples to get their attention, e.g. a new business has just started up in your area to help people insulate their homes, creating jobs for local people.

THINK ABOUT WHETHER YOU WANT TO ADD YOUR OWN, LOCAL ASK

If there are any current local issues such as a wind-farm being contested in your constituency, or a local firm under threat that would be saved by stronger climate policies, the Big Climate Connection meeting will be a great time to lobby your MP about these issues.

But do remember that time will be limited, so think carefully about what you add in.

MEET UP WITH THE OTHER LOCAL LOBBYISTS

You will hopefully be a diverse group of concerned citizens meeting your MP and it will help you get your messages across if you can meet the others before your lobby.

It is often useful to divide up what you're saying so that your MP hears all the different voices in your group, but you may only have 15 minutes with your MP so you'll need to plan this before hand! It might be helpful to give priority to those who haven't lobbied their MP before so that the MP hears a range of voices.

You could do this by meeting half an hour before the lobby, but if you meet ahead of the day you'll also have a chance to think about getting media attention to promote your lobby (again there will be more information and ideas for this in our media pack).

AFTER THE DAY

So you've met your MP, connected with some great groups and people in your area and (hopefully) tied your MP down to some strong commitments on climate change. We'll get in touch once we've heard back from most of the lobbies to let you know what you helped achieve as part of the Big Climate Connection.

But there will still be a few things to do after the day to help make your lobby even more effective:

WRITE TO YOUR MP

Write a letter or send an email to thank your MP for their time and reiterate some of the points made.

- It will be important to remind them of anything they offered to do.
- If you are planning to continue working together as a network, why not tell your MP in this letter what your network are committing to do?

TELL THE LOCAL MEDIA

There will be more tips for getting media coverage in our media pack and on www.thebigconnection.org

Send any photos you took and a press release to your local media, telling them:

- That you met with your MP along with thousands of others.
- What points you made to your MP.
- What your MP offered to do.
- How many MPs were lobbied.

And don't forget to tell us if you get any local media coverage!

TELL US WHAT HAPPENED!

After you've lobbied your MP, it will be really important to let us know what happened at your lobby. Hearing about your lobby will help us follow up on any commitments your MP made, and finding out about your experience of working with other groups will help us inspire others to work together locally.

We will send you a feedback form closer to the lobby, once we know what we are asking MPs to commit to.

HELP KEEP PEOPLE CONNECTED

Just as you as a constituency coordinator will have played a key role in bringing people together for the lobby, you could help with the next step in keeping people connected.

WANT TO BE A CONSTITUENCY COORDINATOR?

Don't worry if you don't want to coordinate an ongoing network! Someone else may want to take on a leading role in keeping your local network connected. But there are a few things you could do to start the network on its next steps:

- Firstly, make sure you have each other's contact details!
- You could arrange a meet-up a couple of weeks after the lobby in a pub, a café – or your front room! A meet-up will be a great chance to catch up with your fellow lobbyists and get an idea about how many, and which, people want to continue working together as a network.

If you can't continue coordinating after your meet-up, others may be willing to step up and help keep it going. But in getting people together after the lobby you may have helped start your local network on the path to being an ongoing force for change!

