



Tips and Ideas For Organizing a Virtual Meeting to Pass a Local Resolution

The following is an extensive list of tips and ideas to organize virtual meetings to begin building towards the passage of a municipal resolution in support of Medicare for All. Please feel free to use whatever works for you.

Think about what you can contribute and what you need from other people.

Many successful resolutions start out with just one activist. That person usually brings together a group of other activists in the area. Most successful city and county resolutions begin with a core team of 3-5 people. You don't have to live in the city you're targeting as long as you have some people on your team who do.

Volunteers like to show up in different ways. Some people prefer to help out with graphic design or written materials instead of attending meetings. Others are motivated to write op-eds or call their council members. If someone can't attend, ask them if they'd like you to send them notes from the meeting or if they'd be interested in contributing in a different way.

If you're already part of a Medicare for All or progressive issue group, you can probably use their Zoom account to host your meeting. If you need help finding someone to host your call or have questions about using Zoom, [let us know](#) and we'll be happy to assist.

Reaching out to your friends and networks

Make an invitation list: Your meeting can be a gathering of close friends and family; a gathering of neighbors, co-workers, and colleagues; a partnered event with friendly local organizations, or a mix of all of the above. If you want to expand your attendance list, make sure to ask friends who've said they will attend to think of names of people to invite!

Make a list of organizations to reach out to. What progressive groups are active in your area? Are there any Facebook groups used by people in your community to share information about activist events? Some national organizations with local chapters include Physicians for a National Health Program, Our Revolution, Indivisible and the DSA. Many of these local chapters have Facebook pages and may respond to messages from those pages faster than they might from an email. Once you've set the date, please [reach out to us](#) so that we can alert our national partners to notify their members in your area.

Remember that not everyone you ask will be able to make it: In these unprecedented times, activists are struggling to divide time between family obligations, online meetings with other organizations and self-care. Whatever the reason, people who want to come may still not come. Therefore, you'll need to invite about two or three times as many people as the number you hope will attend.

Spread the Word

Make a Facebook Event: We recommend including a few key pieces of information, such as: the purpose of the organizing meeting; the date, time and place; an encouragement to RSVP

MEDICARE FOR ALL RESOLUTIONS

and to invite friends. Zoom now allows people to RSVP in advance in order to access the link as an extra security step.

Write and send your Email invite: Include the main information about date and time and links to both the Facebook event and the Zoom RSVP link.

Send out invitations and follow up: You can send invitations via email or Facebook (sometimes it helps to do both). **The key here is follow-up.** Remember that not all invitees on Facebook will get a notification. Posting reminders on the event's discussion page and sending messages to people you're friends with will help get their attention. Ask organizations that are supportive of Medicare for All if they'd be willing to forward your invitation to their list or to co-host your Facebook event.

Timing: A good rule of thumb for virtual meetings is give about two weeks of advance notice. You'll want to circle back and remind everyone that it's coming up a day or two before the meeting.

Calling/texting: The single best way to follow up with people is in person or with a phone call. E-mail is fast and efficient but doesn't capture people's attention in the same way, and can be less personal than a one-on-one conversation. Plus, remember: Not everyone is connected to the Internet!

So, make sure you include some time to call people once the invitations have gone out, as well as a week or so before the event, to make sure folks are coming. These calls can be very brief, friendly reminders – a sneak preview of the event and a friendly ask will do.

E-mail can be a great tool to build excitement for the event. You can share updates via e-mail to invited guests on the group's plans, who's coming, and what action you will be taking. There are great online tools and services, such as [Eventbrite](#) and [PunchBowl](#), which can help you do this as well.

After your meeting

Send the notes within 48 hours. Include the email addresses of anyone who couldn't make it but want to be involved. Include the date and time of the next meeting and the Zoom RSVP link.