Set up your meetings

Requesting a meeting

1. ***Send a short email to request a meeting with your local member.***

**Subject Line:**

Request to Brief [MP’s Name] on Key Travel Industry Priorities

**Email Body:**

Hello [MP’s Name],

I am a local business owner operating [Business Name] in [Suburb]. My business has been serving our community for [X years] and employs [X] staff.

As one of your constituents, I would appreciate the opportunity to meet and discuss key issues impacting the travel industry, including the need for stronger airline competition, better support for accredited travel businesses, and strategies to address workforce shortages. These issues are critical to ensuring affordable travel options and a sustainable industry that supports Australian consumers.

I will follow up with your office shortly to confirm a convenient time. Thank you in advance for your time.

Rember to CC - meetyourmp@atia.travel

1. ***Call electorate office as a follow up and to confirm a time***

Ask to speak with the diary secretary: *“Hi, I’m following up on my email requesting a meeting with [MP’s Name]. I’m a local business owner and would appreciate the opportunity to discuss key priorities for the travel industry.”*

Did you know?

If someone is a serving Minister in the House of Representatives, then you address them initially in writing as “The Hon.[[1]](#footnote-2) Mr/Mrs SURNAME” and then as Dear Minister.

When speaking with them you then just call them “Minister”. If they are a Senator but not a Minister, you address them orally as “Senator”. If they are a Member of the House of Representatives, then you just call them Mr/Mrs SURNAME.

More information here <https://www.aph.gov.au/Senators_and_Members/Contacting_Senators_and_Members/How_to_address_Senators_and_Members>

1. Short for “Honourable”. Past Ministers continue to use “The Hon.” as part of their initial written salutation.  
    [↑](#footnote-ref-2)