1. In whose name will you send the request for a meeting?
Chapter, user-group, group of individuals, concerned citizen

2. Which institution(s) will you address it to?
Usually the IP Office, the Ministry of Culture or a department in the Ministry of Justice. Which people within thsese institutions?

3. Which issues do you want to focus on?
FoP, Safeguarding the Public Domain, User-Generated Content, Upload Filtering?

4. How will you send your message?
Email, letter, fax, direct call?

5. Write the message
Shorter messages usually fare better with busy organisations. The message should start with a short first paragraph explaining who you are and why the reader is receiving it. Secondly, you need to explain why the issue relevant to the work of the receiver („It will land on your desk anyway, so better listen to me now!") and how you want to help her/him.

6. Plan chasing and follow-up
People do not always answer. Plan after how many days you will send your message a second time and when you think you should call.

7. Which tactics can you imagine applying in your country?
A meeting is direct lobbying and can already be very effective. Still, there are other actions you might want to think about. Which ones could work?

- Build a coalition
- Online-action
- Event/conference
- Demonstration/protest
- Showcase/pilot project
- Media action
- Advocacy over specialised press/niche media channels
- Research/study
- Legal & administrative action (suing/appealing/FOI request)
- Petition