**Talking Points Template**

**MEETING WITH AMBASSADOR X: TALKING POINTS**

CONTEXT

1. Your background on this issue. Where are you coming from? Who are you speaking with?

OBJECTIVES

3. This meeting is therefore an opportunity to:

1. Concrete outcome I
2. Concrete outcome II

TALKING POINTS

* **Thank you** for taking the meeting – I know you must be extremely busy.
* Commend positive past actions of the person you are speaking to.
* Concisely lay out plan to **build on these past efforts.**
* Bring back to solution and how it benefits them, not you

QUESTIONS

[If needed, **anticipate** any difficult questions that might come up and your answers.]