

# Save the EMA

Defend access to education:  
restore the maintenance grant

## How to lobby your MP



Save the  
EMA

# Vote to save EMA!

January 19, 2011

This briefing gives details on how to get in touch with your MP, how to get to Parliament and what process you will need to go through to access the House of Commons.

### GETTING IN TOUCH WITH YOUR MP

The most important thing about a lobby is actually getting to see your MP. This can be harder than it sounds!

MPs' diaries fill up weeks, sometimes months, in advance so it is always best to try and make an appointment with your MP rather than trying to track them down on the day.

### HOW TO GET IN TOUCH WITH YOUR MP

1. Email him or her via [www.writetothem.com](http://www.writetothem.com)
2. Call the House of Commons switchboard and ask for your MP's office – 020 7219 3000.
3. Call your MP's constituency office to ask if they are available on Wednesday

4. If you do arrange a meeting, please do let your unions parliamentary team know so we know which MPs have been put on the spot.
5. Make sure you know who your MP is! If you don't know, go to [www.writetothem.com](http://www.writetothem.com) to find out.

### IF YOU DON'T GET IN TOUCH WITH MP BEFORE THE LOBBY

1. When you get to Central Lobby in the House of Commons you should go to the desk on the left
2. Let the people on the desk know who your MP is
3. The staff on the desk will issue a 'green card' to let your MP know you are there, this means using all channels available to them to find your MP;

4. They will ask you for your name, contacts details and what you would like to see your MP about.
5. If your MP cannot be found, he or she will receive the 'green card' in the post;
6. Make sure you put your contact details and why you want to see the MP when you hand in your green card – then they will know why you were there and how to get in touch.

**WHAT TO TAKE WHEN LOBBYING YOUR MP**

A briefing on why you are lobbying him/her;

An info pack for the MP to take away – there is a briefing available here:

[www.emacampaign.org.uk](http://www.emacampaign.org.uk)

Questions from branch members who could not attend.

**WHAT NOT TO TAKE WHEN LOBBYING YOUR MP**

Too much info – it is unlikely that MPs will read reams of paper and notes. Make sure you give them just enough information on your main points;

Banners – the House of Commons security won't let you through with them;

Food and Drink – this will not be allowed through security.

**WHEN YOU MEET YOUR MP**

Make sure you know what you would like to say and what points you want to emphasise.

Don't assume that your MP is not on your side – their party might be advocating scrapping EMA but you never know what the individual MP will say. Put your case to them and give them a chance to do the same.

Always give the MP something to take away – a copy of the briefing is a good idea.

Make sure you ask them to take action – you want to know they are showing you support, as them to vote for the opposition motion.

**GETTING TO PARLIAMENT**

There may be a large number of people attending parliament to lobby their MPs on Wednesday – please be aware there may be queues to get through security. If there are protests in and around the House of Commons, please be aware that areas may be closed off to the public at certain times, this should be taken into account when planning travel arrangements.

**Tube**

The closest tube stop to the House of Commons is Westminster – this is on the Jubilee, Circle and District lines and is fully wheelchair accessible. For those travelling by bus the following buses stop in the general area of the Commons: 12, 148, 24, 88, 155, 3, 53, 211, 11, 453 and 87. All London buses are wheelchair accessible.

**Rail**

Victoria, Charing Cross and Waterloo are all within a 20 minute walk to the Houses of Parliament. Several of the above buses and tube lines will also link those stations to Westminster.

**Walking**

If you're travelling by foot, Westminster and Waterloo bridges are wheelchair accessible, as are the Golden Jubilee pedestrian bridges (the old Hungerford Bridge), which connect the South Bank with Victoria Embankment.

**Bicycles**

Members of the public cannot bring bicycles into the parliamentary estate. There are public bicycle racks a short distance away outside 7 Millbank.

**Parking, picking up, dropping off**

There is a commercial car park near Victoria Tower, with advance booking for disabled bays. There are disabled parking spaces nearby in Great Peter Street, Smith Square, and by Methodist Central Hall on Matthew Parker Street. Coming by car is not recommended as parking is expensive and severely limited – this is especially the case given the predicted demonstrations.

All of those attending will need to be screened by Houses of Parliament security. There is a dedicated entrance for visitors just off Parliament Square (this is Cromwell Green entrance, number 6 on the map linked above).

You should give at least 30 minutes to get through security but please bear in mind

that we expect a large turnout of people who want to lobby their MPs – there may be a longer wait.

You will be ushered towards security, where bags and coats will be put through a scanner and you could be required to undergo a routine body search by the security personnel.

After you have been through the metal detector, you will have your photo taken for a personalised security pass that you must wear around your neck. You must wear this for the duration of your time in Parliament. If you leave Parliament at any time during your visit, you will have to give up your pass and to gain entry again you will be required to queue at the main entrance and obtain another.

You must put all metal items through the scanner so it is recommended that you place them in your bag or coat in advance of your arrival.

Please note the following guidance:

- **Searches**, similar to those used in airports, will be conducted on entry.
- **No banners or placards** will be allowed into Parliament.
- **Mobile phones** must be turned off.
- **Cameras** cannot be used, except in Westminster Hall.
  
- **Personal defence equipment** is not permitted. UK law prohibits the carrying of certain self-defence items lawful in other countries. Persons in possession of such items, eg, flick knives, butterfly knives, and

personal defence sprays, are liable to arrest and confiscation of these items. You are advised not to bring bladed items of any kind into Parliament.

- **Bags** or luggage larger than those permitted in aircraft cabins may be refused entry. Parliament has no facilities for leaving items; commercial outlets are available nearby at Victoria and Charing Cross stations.

### TRANSPORT WEBSITES

Tube map

[www.tfl.gov.uk/assets/downloads/standard-tube-map.pdf](http://www.tfl.gov.uk/assets/downloads/standard-tube-map.pdf)

Large print tube map

[www.tfl.gov.uk/assets/downloads/large-print-tube-map.pdf](http://www.tfl.gov.uk/assets/downloads/large-print-tube-map.pdf)

Bus map

<http://www.tfl.gov.uk/gettingaround/9440.aspx>

### MAP OF PARLIAMENT

- |                            |                                       |
|----------------------------|---------------------------------------|
| (A) Norman Shaw North      | (1) Canon Row Pass Office             |
| (B) 1 Derby Gate           | (2) Parliamentary Bookshop            |
| (C) 1 Cannon Row           | (3) Portcullis House Main Entrance    |
| (D) Norman Shaw South      | (4) Carriage Gates                    |
| (E) Portcullis House       | (5) Members' Entrance                 |
| (F) 1 Parliament Street    | (6) Cromwell Green (Visitor) Entrance |
| (G) Palace of Westminster  | (7) St Stephen's Entrance             |
| (H) 7 Old Palace Yard      | (8) Peers' Entrance                   |
| (J) 1 & 2 The Abbey Garden | (9) Sovereign's Entrance              |
| (K) Fielden House          | (10) Black Rod's Garden Pass Office   |
| (L) Millbank House         |                                       |
| (M) 4 Millbank             |                                       |
| (N) 7 Millbank             |                                       |

