



STAND UP FOR TIBET

TIBET LOBBY DAY 2017

On the Day at Westminster

Tibet Lobby 2017 takes place at the Houses of Parliament, Westminster, London 2pm to 4pm on Tuesday 7 March, though MPs may schedule meetings at other times. If you have a timed appointment arranged with your MP, please allow up to 45 minutes to pass through security and walk to Central Lobby (sometimes there are long queues). For those without appointments please aim to arrive between 1pm and 3pm.

If you arrive early, you can buy light refreshments inside at the Jubilee Visitor Cafe, just off Westminster Hall.

Arrival and Security

- Lobbyists and visitors to Parliament are required to use **St Stephen's Entrance** (see map). Allow plenty of time to gain access because queues for tours are common.
- If asked, tell security you are meeting/lobbying your MP. If you have an appointment, show your confirmation letter or email. Even if you do not have an appointment you are still entitled to go to Central Lobby and request to meet your MP.
- There is a **standard security check** area for all visitors, similar to an airport. Bags and possessions will be checked and any sharp items confiscated. [Note: Flags, placards and t-shirts with slogans are not allowed.] There are often queues at the entrance so please be patient! If you have a specific time for your meeting show your appointment letter as you may be fast-tracked.



Registration

- Once through security you will be directed to Westminster Hall, where you **register for Tibet Lobby**. Stewards will coordinate lobbyists and let you know at registration if there are others from your constituency so you can meet your MP together. The stewards will then guide you to Central Lobby.

Central Lobby

- In Central Lobby you will need to go to the desk and **fill in a green card**, a form which notifies your MP of your wish to meet. (This form must be filled in even if you have a scheduled appointment.) On the form clearly state the reason of your visit, i.e. lobbying for Tibet. Filling out your green card is very important. If you do not manage to meet your MP the card will be sent to them, and your MP will respond directly to you. The more they know about the reasons for your visit the better!
- Parliamentary officials will be asked to look for your MP or contact their office. This can take a bit of time and you will need to remain in Central Lobby until your name is called. If after 30 minutes your name has not been called check at the desk and ask they try and contact your MP again. **If your MP does not show up** or is not available, please post him/her your Lobby card along with a letter saying you had tried to meet and that you hope they will take action on your behalf.

Meeting your MP

It is best to be as brief, clear and courteous as possible. If you meet a researcher instead, treat them in the same way. Thank him or her for taking the time to see you, establish how much time they have, make two or three key points and, most importantly, **raise the two “asks”** and any other key points you wish. Do stress and explain your own personal concerns about the situation in Tibet and give your MP the Lobby card supplied and other briefings that may have been sent to you, but

Ask your MP to...

- **Act on the two “Asks” highlighted on the Lobby card.**
- **Raise your concerns with relevant Ministers by meeting them and by writing to them.**



Remember - do not be surprised if your MP only has a small amount of time to spare for you. MPs will be very busy on the day, so do not take it personally. Do, however, make the most of the time you have with them. Your direct personal engagement about the situation in Tibet is a very powerful means of getting your concerns across to your MP and they will certainly take note.

If you have a camera, ask your MP if they would mind having a photo taken with you or your group. (Photography is restricted within the Houses of Parliament unless you are with your MP.)

After the Lobby

Once you have met your MP, fill in an evaluation form (available from the stewards).

To add to the power of the lobby please write a follow up letter to your MP thanking them for taking the time to meet you and remind them of any actions that they agreed to take.



Visiting Parliament

Public transport

Underground: The closest underground station is Westminster, which is served by the Jubilee, Circle and District lines.

Bus routes: The following bus routes pass very close to Parliament: 3, 11, 12, 24, 53, 77A, 88, 148, 159, 211 and 453. Further information can be found at: www.tfl.gov.uk.

Disability access

There is full wheelchair access via the Cromwell Green entrance, however there is no disabled parking on site. Nearest public car park is Abingdon Car Park, Great College Street (but there is no lift). The Serjeant at Arms's office can arrange for assistance from the car park. To arrange, call the office via the Houses of Parliament main switchboard on 020 7219 3000, with at least 48 hours notice.

Further information about visiting parliament: www.parliament.uk/visiting

Enjoy the Lobby!

Organisations participating in Tibet Lobby 2017

Free Tibet • www.freetibet.org • info@freetibet.org • 020 7324 4605 • 28 Charles Square, London N1 6HT

Students for a Free Tibet • www.sftuk.co.uk • UK@studentsforafreetibet.org • Limehouse Town Hall, 646 Commercial Road, E17 9HA

Tibetan Community in Britain • www.tibetancommunityuk.org • tibetancommunityinbritain@gmail.com • 07833 107 254 • c/o Tibet House, 1 Culworth Street, London NW8 7AF