

**INSTRUCTIONS FOR USING POWER POINT
FOR PRESENTATIONS TO THE LEGISLATIVE EDUCATION STUDY COMMITTEE**

Please be advised of the following procedures/requirements for preparing a Power Point presentation for your Legislative Education Study Committee (LESC) hearing:

- LESC will provide the laptop and projector. Do not bring your own equipment.
- The presentation should be prepared using MS PowerPoint 2000 or a later version.
- Provide 41 color copies (3-hole punched, no, staples, back to back pages) and 30 black and white copies of the presentation prior to the hearing (color copies are for LESC member notebooks and black and white copies are for the audience).
- E-mail the presentation to LESC for testing and set up at least 1 working day **prior to scheduled hearing** to the following address:

Kate.Wagner@nmlegis.gov

For questions regarding the process please call Ms. Wagner at 505-986-4592.

For technical issues, please contact Michael Bowers at 505-946-5592 or
Michael.Bowers@nmlegis.gov

Thank you for your cooperation.