

- Email a final PDF copy of agency presentation to lfc@nmlegis.gov at least 24 hours before your hearing.
 - File title should include: hearing title, agency acronym, date
 - (Funding Formula_HED_7-21-11)
 - Presentation should include page numbers.
 - Provide 35 copies of presentation to the committee services coordinator ½ hour before your hearing begins.

- Tips for those appearing before the committee for the first time:
 - Address the chair first and then members of the committee when beginning your remarks. When responding to questions, address the chair and then, by name, the committee member who asked the question (there are nameplates).
 - Make your remarks as concise as possible and stay within any time limits provided.

For questions regarding the process, please contact Sharon Boylan at (505) 986-4570, or Sharon.Boylan@nmlegis.gov.