

## **PRESENTER GUIDELINES**

### **LEGISLATIVE EDUCATION STUDY COMMITTEE (LESC)**

To help you make an effective presentation to the LESC, we offer the following basic guidelines:

- As you begin, address the Chair and the members of the committee. When you respond to questions, address the Chair first and then, by name, the committee member who asked the question (there will be nameplates).
- Make your remarks as concise as possible and stay within the outline staff has provided and the time limit that you have been given.
- Avoid repeating points made by previous speakers, if applicable.

If you wish to present written material (handouts) or a PowerPoint to the committee, please note the following points:

- **Use a white background.**
- **Add page numbers to multi-page documents.**
- Include the source of any information included and your contact information.
- Final materials must be in PDF format and sent to LESC staff at least **three days** prior to the start of the meeting. **LESC will no longer print materials for outside agencies.**
- If your agency is planning on providing physical copies of materials please bring 42 color copies for members and staff (three-hole punched, no staples, double sided) and 20 extra black and white copies (double sided and stapled only.)
- LESC will provide a laptop and projector (you do not need to bring your own equipment.)
- Please let us know, in advance, if you have a video or website link in any of your presentations so that we can ensure it is compatible with our equipment.

For questions regarding the process and for technical issues, please contact Marissa Branch at (505) 986-4594, or [Marissa.Branch@nmlegis.gov](mailto:Marissa.Branch@nmlegis.gov).