

## **GUIDELINES FOR PRESENTERS TO THE 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 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
- If you provide written materials at least **four days** prior to the start of the meeting, LESC staff will make copies for members, and you do not need to bring any
- If materials cannot be provided within the time frame above, please bring 42 color copies for members and staff (three-hole punched, no staples, double sided) and 20 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 works with our equipment

For questions regarding the process and for technical issues, please contact Marissa Yniguez at (505) 986-4599, or [marissa.yniguez@nmlegis.gov](mailto:marissa.yniguez@nmlegis.gov).