

## **GUIDELINES FOR PRESENTERS TO THE LESC**

To help you make an effective presentation to the Legislative Education Study Committee (LESC), we offer the following basic guidelines:

- As you begin, address the Chair and the members of the committee.
- Make your remarks as concise as possible and stay within the time limit that you have been given.
- Avoid repeating points made by previous speakers, if applicable.
- When you respond to questions, address the Chair first and then, by name, the committee member who asked the question (there will be nameplates).
- Finally, if you wish to present written material (handouts) to the committee, please note the following points:
  - provide 25 color copies (three-holed punched, no staples, and back-to-back) and 20 black and white copies of the presentation (color copies are for LESC members' notebooks and black and white copies are for the audience);
  - indicate the date, the source of the information, and your contact information;
  - use a white background; and
  - add page numbers to multi-page documents.

**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:

- LESL will provide the laptop and projector. You will not need to bring your own equipment.
- The presentation should be prepared using MS PowerPoint.
- Provide 25 color copies (3-hole punched, no, staples, back to back pages) and 20 black and white copies of the presentation prior to the hearing (color copies are for LESL member notebooks and black and white copies are for the audience. Use a white background and for reference, add page numbers to the presentation).
- E-mail the presentation to LESL for testing and set up at least 1 working day **prior to scheduled hearing** to the following address:

[lesc@nmlegis.gov](mailto:lesc@nmlegis.gov)

For technical issues, including audio, video and online presentations, please contact Michael Bowers at 505-946-5592 or [Michael.Bowers@nmlegis.gov](mailto:Michael.Bowers@nmlegis.gov)

Thank you for your cooperation.