

## Environment and Natural Resources Trust Fund LCCMR 2012-2013 Proposal Presentation Schedule and Information

### PRESENTATION INFORMATION

The information below may be helpful in preparing your presentation. In addition, **for all proposals from state agencies, some further information will be required at the time of your presentation** - see "State Agency Proposals" below.

- Content: Commission members will have a copy of the submitted proposal in front of them during each presentation. While some very brief summary of what is stated in a proposal can be helpful, presentations are an opportunity for proposers to further clarify and elaborate on their proposed projects beyond what is already contained in the proposals.
- Length and Format: Each proposer is allowed a 30-minute timeslot. During the 30 minutes proposers should begin by giving a short and concise verbal presentation about their proposal – **limited to a maximum of 10 minutes or less** – allowing for the remainder of the time to be dedicated to an open question and answer period between the LCCMR members and the proposer.
- Please be aware that proposers that exceed 10 minutes in their verbal presentations may be interrupted so that the Commission can proceed with its questions for the proposer.
- Handouts: Presenters with handouts should provide 30 **double-sided** copies. Handouts more than 1-page long need to be collated and stapled before being given to LCCMR staff for distribution. Handouts should be 3-hole punched to allow Commission members to put them into their proposal books next to your proposal. All handouts need to be labeled on the front page with **proposal number, proposal title, and project manager last name**. To determine the proposal number assigned to you, see the attached presentation schedule.
- Visual Aids: We have a digital projection system connected to a document camera and a computer. If you use PowerPoint, we suggest you limit it to very few slides and be aware that your setup time is included as part of your maximum 30-minute time allotment. Also be aware that images and PowerPoint slides will be visible to Commission members on three LCD monitors spaced around the room, but small fonts and fine detail in maps or images will be difficult to see. Any PowerPoint or other electronic file that you wish to use in your presentation should be brought on a flash drive for easy upload to the projector computer. Please try to have electronic materials to us at least 15 minutes prior to your presentation. To minimize your setup time, you can email your electronic files to LCCMR staff **no later than 4:00 PM the day before your presentation** and we will pre-load them onto the projector computer. If you do email your files in advance, you should still bring backup copies on a flash drive.
- State Agency Proposals: In their presentations, proposers from state agencies are requested to directly address 1) how the proposed project fits within the agency's overall goals and activities, and 2) how the proposed project would not supplant regular agency activities but would instead supplement or accelerate those activities.

**Please contact LCCMR staff at 651-296-2406 with any questions. We look forward to seeing you.**