

Environment and Natural Resources Trust Fund LCCMR 2018 Proposal Presentation Schedule and Information

PRESENTATION INFORMATION

Content: Presentations are an opportunity for proposers to further clarify and elaborate on their proposed projects beyond what is already contained in the proposals. A brief summary of what is in a proposal is helpful, but remember that Commission members will have a copy of the submitted proposal in front of them during each presentation.

Length and Format: Each proposer will have a 20-minutes. The presentation is **limited 10 minutes (preferably 5-7 minutes)**, with the remainder of the time for LCCMR member's questions. You may be asked to end your presentation if you exceed 10 minutes to allow enough time for member's questions.

Handouts: If you provide a handout, a one page back-to-back handout is recommended. Material must have your proposal ID #, proposal title, and project manager name on the front page and be 3-hole punched. Handouts should be concise. The 3-hole punch enables Commission members to put them into their proposal books next to your proposal for reference when making funding recommendations. Please provide 30 copies of the handout to LCCMR staff at least 20 minutes prior to your presentation.

Show and Tell: You may bring items to help explain your project to be passed around the table for members to see. If you have other show and tell ideas please contact LCCMR staff in advance.

PowerPoint or Other Electronic Media: If you want to provide a visual aid beyond a handout, Room-5 has computer that projects on to three small LCD monitors located around the room. Slides should be clear with limited text because it can be difficult to see small fonts and fine detail on the monitors. If you use PowerPoint, we suggest you limit it to 10 slides or fewer. If you want to provide a hard copy of your PowerPoint please print 2-sided with multiple slides per page. Material must have your proposal ID #, proposal title, and project manager name on the front page and be 3-hole punched. Please provide 30 print copies of the PowerPoint to LCCMR staff at least 20 minutes prior to your presentation.

To minimize your set up time, we strongly recommend you email your electronic files to LCCMR staff no later than 7:00 AM the day of your presentation. We will pre-load files onto the projector computer. You should bring backup copies on a flash drive, even if you do email your files in advance. If you have not emailed your files ahead of time, please provide a flash drive to LCCMR staff at least 20 minutes prior to your presentation (the file must clearly identified as the LCCMR presentation).

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 supplement or accelerate existing efforts and not supplant regular agency activities.

Please contact LCCMR staff at 651-296-2406 with any questions.