

Environment and Natural Resources Trust Fund LCCMR Proposal Presentation Information

PRESENTATION INFORMATION

Content: Presentations are a very important part of the LCCMR decision-making process. It is an opportunity for proposers to recap the main takeaways from their proposal as well as to further clarify and elaborate on their proposed projects beyond what is already contained in the proposals. Some general tips for presenters:

- Clearly state the environmental problem you are proposing to address
- Clearly state how you are going to solve that problem
- Clearly state the specific benefits of your project outcomes and provide examples to illustrate
- Consider bringing an “end user” with you to help convey the importance of the work
- Speak slowly and in simple terms
- If you are proposing research, focus more on proposed outcomes than on methods

Length and Format: The majority of presenters will have 20 minutes: 10 minutes for presentation and 10 minutes for Q&A. However, if your proposal request is for \$200,000 or less or if your project was added during the 2019 legislative session, you will have 15 minutes: 7.5 minutes for presentation and 7.5 minutes for Q&A. A timer will be used to help you stay within this time allotment. If you exceed your allotted time for presentation, you may be asked to end your presentation so that members have time for questions.

Handouts: If you provide a handout, either a one-page double-sided handout or up to 10 Power Point Slides (2 slides per page) is recommended. It must have your proposal ID #, proposal title, and project manager name on the front page and be 3-hole punched to ensure easy reference for members when making their funding recommendations. Please provide 30 copies of the handout to LCCMR staff at least 20 minutes prior to your presentation.

PowerPoint or Other Electronic Media: If you want to provide a visual aid beyond a handout, Room-5 has a computer that projects on to three small LCD monitors located around the room. Please send your electronic files to lccmr@lccmr.leg.mn by 4:00 pm the day before your presentation so they can be pre-loaded. Please include the proposal ID # and project manager in the file name. Please also bring backup copies on a flash drive.

Tips:

- Slides should be uncluttered with limited text
- Text should be at least 28 point to ensure readability on the room’s small viewing screens
- Charts or diagrams are most effective if simple and understandable at a quick glance

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

PRESENTATION DAY LOGISTICS

When to arrive: Please arrive an hour prior to your scheduled time. Check in with staff and provide your labeled handouts (if any). You may be given additional instructions at that time.

Room Arrangements: The 17 LCCMR members sit at the U-shaped table (shown below). Staff sit at each end of the table, nearest the presenter table. Presenters and testifiers sit at the presenter table (shown below). Audience members sit in the seating areas on either side of the LCCMR members. All meetings are recorded and there is a microphone at each seat.

If you are using a PowerPoint presentation, it will be pre-loaded onto the laptop that will be connected at the presenter table. The presentation will be projected onto three screens visible to the audience and members. The presenter will be able to advance their presentation using the lap top provided.

Typical LCCMR member table, as viewed from the presenter table (foreground):



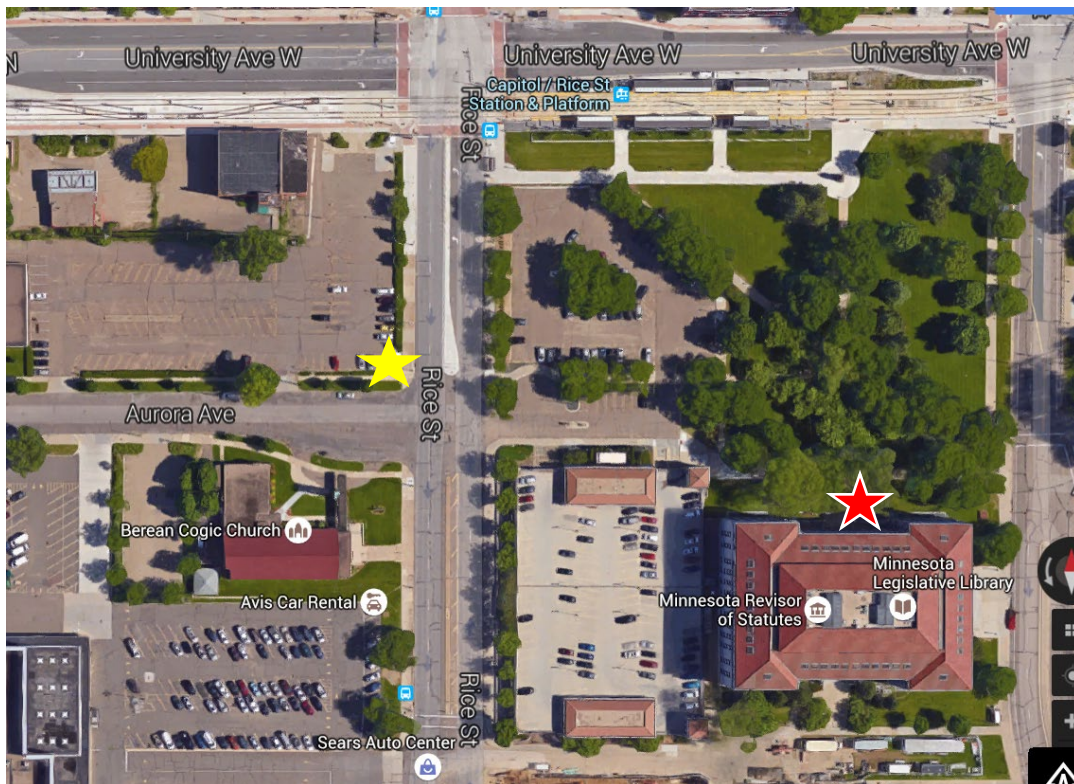
Typical audience seating as viewed from the presenter table (foreground):



Speaking Protocol: The chair will announce when it is time for you to present. Please be ready to move quickly to the presentation table at that time. You will then be asked to introduce yourself and your organization for the record. Please speak clearly into the microphone and then proceed with your presentation. After you speak, the co-chair will ask if LCCMR members have any follow-up questions, calling on them by name, one at a time. After the question has been asked, the co-chair will say your name, which is your cue to respond. Before responding with your answer, it is customary to acknowledge the chair and

the members (e.g., “Mr./Madame Chair and members, the answer to your question is...”). Using this formal Mason’s Rule procedure ensures that people listening to the audio (and later the recording) will understand who is speaking. The audience members do not participate in any conversations once the meeting has been convened.

State office building parking and building access: The presentations will be held in the State Office Building (SOB) (shown with red star below). The closest public parking to the SOB is Lot AA on the northwest corner of Aurora Ave and Rice St. There is a pay station that uses cash or credit cards in the southeast corner of the lot (shown with yellow star below). A map of the larger capitol complex can be found at https://mn.gov/bms-stat/assets/capitol_complex.pdf



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