

Information on making LCCMR Proposal Presentations

The following information may be helpful in preparing your presentation:

- **Review Process:** Commission members will have a copy of the submitted proposal in front of them during each presentation. Proposals have been available for review on the LCCMR website since September 13 and all commission members received hard copies of proposals on or before September 25.
- **Dates:** October 9, 10, 15, 16, 22, and 29 meetings. See schedule at www.lccmr.leg.mn.
- **Location:** All presentations will be in the Basement Hearing Room, State Office Bldg, St. Paul, MN, from 8:30 AM. to 5:00 PM. The address is 100 Rev. Dr. Martin Luther King Jr. Blvd., St Paul, MN 55155 ([Click here for map of MN State Capitol Complex](#)).
- **Length and Format:** The total time for each proposal presentation will be limited to 30 minutes. The commission expects a short verbal presentation on your proposal followed by a question and answer period for the remainder of the 30 minutes. We strongly advise that your presentation be less than 10 minutes, as you want to allow plenty of time for question and answer with the commission. Answers to commission member questions should be clear and direct.
- **Visual Aids:** We have both a document camera and a projector system with rear projection onto a screen immediately behind and above the presenter's head. 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. Any PowerPoint or other electronic file that you wish to use in your presentation should be brought on a disc or flash drive for easy upload to the projector computer; please try to have electronic materials to us 15 minutes prior to your presentation. To minimize your setup time, you can email your electronic files to LCCMR Staff at least two days prior to your scheduled 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 disc or flash drive.
- **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 – please try to have handouts to LCCMR Staff at least 15 minutes prior to your scheduled presentation. All handouts need to be labeled on the front page with **proposal line number, project title, and project manager last name**. To determine a proposal's line number, see the "Table of 2008 proposals" on the LCCMR website (also available via the LCCMR homepage – <http://www.lccmr.leg.mn>):
<http://www.lccmr.leg.mn/RequestforProposals/2008/Proposals/2008proposals.html>
- **Suggested Approach:** Presentations should be clear and concise with close attention to the specifics and the overall measurable objectives of your proposal. Carefully consider the overall purpose of these presentations and the LCCMR audience in particular. A document camera is available to project any pictures or maps onto the screen. Given the limited time allotted to presenters, using the document camera for visuals as opposed to a PowerPoint can be more efficient since no setup is required and there is less chance for technical problems.

Please contact LCCMR Staff with any questions. We want to ensure that any questions or concerns you have are addressed. We look forward to seeing you.