




ELARC

CONSUMER ADVISORY COMMITTEE

CAC PRESENTER GUIDELINES

Thank you for your interest in wanting to present to the ELARC CAC. To make your presentation successful for you and CAC members we have prepared these guidelines.

1. Please bring enough copies of your presentation handouts for each member at the meeting. We can give you an approximate count one week before the presentation. Please contact Jesse Padilla.
2.  Use no smaller than 18 point font on your handouts and use both sides of the page. This way most of us can see and read the material easily and be environmentally friendly too!
3. Speak slowly and be clear using easy to understand words. If you use acronyms, please explain them.
4. After each idea or important point, ask for feedback. If needed, explain your point using different words.
5. Plan to arrive at least 30 minutes before your presentation.



Good to know:

The CAC conducts its **business meetings** at different community settings with a round-table style set-up for about 10 to 20 individuals. **CAC community events** are well advertized and there can be anywhere from 20 to 70 individuals.



Please return the completed form on the next page to Jesse Padilla, ELARC Consumer Advocate. The CAC leadership team will review your request and let you know when there will be time on the agenda or let you know if there are any questions.

CONSUMER ADVISORY COMMITTEE
CAC PRESENTATION REQUEST

Jesse Padilla, Consumer Advocate

(jpadilla@elarc.org and (626) 299- 4854)

My topic is _____.

Please attach your presentation outline, PowerPoint copy and any handouts you want to share with the CAC. The Consumer Advocate, Jesse Padilla, will give me advice about the best way to present to the CAC.

I would like to make my presentation _____ (date).
I understand the CAC agenda team does not meet monthly, it may take several weeks for my request to be processed.

I would like to present for _____ minutes. The CAC suggests no more than 30 minutes.

This topic is urgent. I request to make a short presentation at the next CAC meeting during the announcements time of the agenda. I will have 2 minutes to share highlights. The topic is urgent because

_____.

___ I will bring my own equipment. (laptop, projector)

___ I need to use CAC equipment: laptop, projector (circle what you need).

___ I understand agendas, meeting notes and presentations are made public on the ELARC website (www.elarc.org).

___ Once I am given a date, I will confirm with Jesse in 2 working days.

___ I will contact Jesse one week before my presentation to find out how many handout copies to bring for members.

Contact Information:

My Name & Agency _____

My phone number(s) _____

My email address _____