



ELARC
CONSUMER ADVISORY COMMITTEE

CAC PRESENTER GUIDELINES

Thank you for your interest in presenting to the CAC . Please follow these guidelines to help prepare for your presentation.

Return the completed form, “CAC Presentation Request” (attached) to the ELARC Consumer Advocate, Jesse Padilla. Jesse will confirm he received the request within 2 business days or ASAP. After the CAC Internal Team reviews the request (about 1 to 5 weeks), Jesse Padilla will get back to you with suggestions and a possible presentation date.

Jesse may share the request with the CAC Liaison, his Supervisor, and with the CAC Internal Team.

Please consider that the CAC usually:

1. Conducts ‘CAC Business Meetings’ at different community small venues with a round-table style set-up for about 10 to 20 individuals. The CAC conducts ‘CAC Community Events’ in larger venues with a set-up conducive to the event for about 20 to 70 individuals.

2. Please bring enough copies of your handout(s) for the meeting. You can get the RSVP count 1 week before the presentation from Jesse Padilla.
3. Plan that if there is a malfunction of the audiovisual equipment you would still continue your presentation using your handouts.
4. Use size 18 font on your handouts as possible and use both sides of the page. This way most of us can see and read the material easily and we'd practice being environmentally friendly too!
5. Please speak slowly and use your voice as clearly as possible. After an idea or a main point please ask for our feedback so we can all stay on the same page and so you'll know your information is being meaningfully received. We really want to get it and give you our thoughts on it!

For your request you must complete and submit to Jesse Padilla the following form, the “CAC Presentation Request”. Check-mark the steps as they apply and send the completed request form to Jesse Padilla.



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CAC Presentation Request

1. ___ I will check mark all of these items as I complete them. And when done I will send this to Jesse Padilla.
2. ___ My topic is _____ .
3. ___ Attached is a detail outline of the content, a copy of the PowerPoint, and all the materials I would like to share with the CAC. I understand that the CA, the CAC Liaison or the CAC Internal Team will advise me as appropriate on these materials.
4. ___ My presentation/announcement would take about ___ minutes. I understand that the CAC suggests that I take about 15 to 30 minutes and will let me know the time-frame they can accommodate.
5. ___ I would like to present by _____ (date). I understand that the CAC does not meet monthly. I understand that this may cause my request to take several weeks to be processed.
6. ___ This topic is of an urgent matter and I request that at the next CAC Meeting, during announcements, that I give a 2 minute summary of highlights. The topic is urgent because _____
_____.

7. ___ I will bring my own audiovisual equipment.
8. ___ I need audio-visual equipment: laptop, screen, projector (circle what you need).
9. ___ I understand that CAC Agendas, CAC meeting notes/minutes, these Presenter Guidelines with the CAC Presentation Request, etc are on the ELARC Website at www.elarc.org. I am encouraged to also attend CAC Business Meetings or CAC Community Events (I'll ask the CA, Jesse for time and date) before my scheduled presentation to get a good feel for my audience!
10. ___ I will confirm receipt of this presentation request with the ELARC CA, Jesse Padilla within 2 working days at jpadilla@elarc.org and (626) 299-4854.
11. ___ I will contact Jesse one week before my presentation date and obtain the RSVP count to bring sufficient copies of my materials.

Thank you for considering my request,

My Printed Name & Agency

My phone number(s).

My email address.

Date I sent to Jesse Padilla, Consumer Advocate