GUIDELINES FOR PRESENTERS TO BHPC SUBCOMMITTEES

Those invited to speak to the BHPC Subcommittee are asked to follow these simple guidelines in order to leave ample time for interaction and ensure a successful presentation.

Audience

The Subcommittees have a plan of work and your presentation will likely inform and advance that work. Subcommittees and the Council have moved away from having general presentations about work being done in order to focus their time and energies on best advising the Behavioral Health Collaborative and its Statewide Entity.

The Subcommittees may be held face to face, by videoconference or via GoToMeeting on the web. In order to ensure maximum participation from remote sites as well as those present, the meeting facilitator will assist you with Q&A.

Keep in mind that the technical knowledge of Subcommittee members varies. It is best to give broad overviews of policies, procedures, technologies, and effects, rather than minute details unless specifically requested. Subcommittee members who want specifics will ask in the Q&A time at the end of your talk. Explain any acronyms you must use.

Handouts

All materials used in the presentation need to be made available in advance for early distribution to committee members. Electronic versions of handouts, including PowerPoint presentations, must be submitted by noon the Friday before the meeting to Letty Rutledge, the Council’s Coordinator, at leticia.rutledge@state.nm.us. Drafts are acceptable for this early distribution, but final versions will be needed to post with the meeting minutes.

Time

Unless you have heard otherwise from Letty or the Subcommittee Chair or Co-Chair, your time allocation will need to include maximum time for questions and comments. Ending early is always better than running over time. You may ask the Subcommittee to withhold questions until the end so you may make all of your points.

Audio-visual

Many presenters use PowerPoint, but you should not feel you must. If you do, we suggest using it to illustrate your points, and not to outline and read your talk. A good general rule is 1 slide per 30 seconds of narration. Save complex tables, charts and other detailed information for handouts. Let us know in advance if you need a network connection, external speakers, or any other arrangements.

Please contact Letty Rutledge (505-476- 9286) with questions.