



Guidance for Presenting SARA Policy Proposals in the Public Forum

Please use the guidance below if you would like to present your proposed SARA Policy modification(s) during the Public Forum taking place on March 1, 2023 from 10am to 2pm Mountain Time. The deadline to register to present is Monday February 13, 2023 at 5pm Mountain Time.

IMPORTANT NOTE: Presenters will have up to 3 minutes per proposal to present.

Presenting your proposed SARA Policy modification publicly provides you with the opportunity to share the proposed policy language changes or additions, articulate the rationale for the proposal, and make the case for the proposed change.

Presenter Guidelines:

- *Presenters will have up to 3 minutes per proposal.*
- *Q&A and Chat will NOT be enabled; presentations are one-way only. “Viewers” will be watching a livestream of your presentation so will not be interacting with you or others.*
- *Proposal presentations will be grouped by section of the SARA Policy Manual; if you have submitted more than one proposal, you may be scheduled to present at different times during the scheduled time block.*
- *You will be assigned a time slot (or slots) based on the information you provide to NC-SARA when registering to present.*
- *When the presentation schedule is complete, NC-SARA will send you your time slot(s) and when you may enter the Zoom room.*
- *Each presenter will be sent a link to access the “presentation room” in Zoom. **Please save the link you receive!***
- *Moderators will introduce each presenter and topic and will monitor time.*
- *If you wish to view the other presentations, you will need to [register](#) as a “Viewer” separately. You will not be staying in the “presentation room” after your time slot(s).*

It is recommended that presenters:

- 1) *Choose to present on those proposal(s) that are most substantive in nature, versus those that contain minor copy edits or text corrections.*

- 2) *Share your contact information at the beginning of your presentation if you would like to receive feedback or discuss opportunities to collaborate with others. NC-SARA will not (at any time) be sharing presenters' contact information with the general public.*
- 3) *The public forum will not be recorded, nor will any of the presenters' materials be shared afterward. However, you may still want to consider having presentation slides:
You may share slides during your presentation to help viewers understand the points you would like to make. For example:*
 - i. *Slide 1 – Title of the proposal and your contact info*
 - ii. *Slide 2 – Proposed language change*
 - iii. *Slide 3 – Rationale for proposed change*
 - iv. *Slide 4 – Additional supporting elements / discussion points*
- 4) *Prepare your presentation in advance, and practice using a timer, as you will have only 3 minutes to present per proposal.*
- 5) *If you are also registered as a "Viewer," you will need to leave the "viewing room" Zoom and join the "presentation room" Zoom in order to present.*

For assistance with or questions about this process, please email info@nc-sara.org