

Washington State
Developmental Disabilities Council
Helping people with developmental disabilities build better lives

Policy No. 411

Guidelines for Speakers

Adopted: July 16, 1999
Revised: November 1, 2005

When a speaker is invited to make a presentation at Committee, Workgroup, or full Council meetings, the following procedures will be used:

1. Inviting group will clearly identify the purpose of the presentation. This may include developing questions to be answered during the presentation. For example, How many individuals with developmental disabilities have benefited as a result of this contract? What recommendations do you have for future Council action? What did you learn as a result of this contract?
2. Staff (or a Council member) will invite the speaker and provide them with the information generated by the inviting group. Staff (or a Council member) will also let the speaker know how much time has been allotted to them for the presentation and for questions.
3. Staff will prepare a summary of contract or project information (using the attached form). This will be included in the Council mailing prior to the meeting.
4. During presentations by invited speakers, Council members will hold questions until the end of the presentation and keep side conversations to a minimum.

Attachment: Background for Council Presentation on Contract or Project

Ed Holen, Executive Director
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edh@cted.wa.gov

Background for Council Presentation on Contract or Project

Inviting Group: _____

Audience (Meeting & Date): _____

Name of Contract/Project:

Begin Date: _____ End Date: _____

Total \$ Amount: _____

Purpose:

Connection to State Plan:

Invited Speaker(s):

Purpose of Presentation (as identified by the inviting group):

Note: This form is an attachment to "Guidelines for Speakers – Procedures"