

# Planning Committee Presentation Guidelines

January 2016

## Purpose

This document is intended to provide guidance to subject matter experts as they prepare presentations to the Planning Committee (PC).

## Audience

The Planning Committee membership consists of individuals representing the following sectors:

- Utilities (Investor-owned utilities, state/municipals, cooperatives, federal or provincial, and transmission dependent)
- Electric marketers and merchant electricity generators
- Small and large end-use electricity customers
- Independent system operators/Regional transmission operators
- Regional Reliability Organizations (NERC Regions)
- State and federal government

## Presentations

The PC is a group of stakeholders with a wide range of expertise in various sectors of the industry. Accordingly, presentations should be developed using the following guidelines:

- **Introduction slide** summarizing the intent of the presentation (e.g., approval, informational, etc.) and include all PC Subgroups that are involved
- **Limit technical details** and instead, refer to the background materials (work scopes, reports, etc.) included in the PC agenda package. These materials should be provided to the PC Secretary at least two weeks in advance of the meeting.
- **Conclusion slide** should provide 1-2 key takeaways for PC members. If applicable, summarize any item(s) that are being approved; explain what is being asked of the PC and why. This slide should remain on the screen until voting has concluded.

## Requirements

Presenters must meet the following deadlines in order to present at a PC meeting:

- Notify the PC Secretary of any intended agenda items at least one month in advance of the meeting.
- Provide all related background materials to the PC Secretary at least three weeks in advance of the meeting.
- Provide final presentations at least two week in advance of the meeting.