



# EASTERN LOS ANGELES REGIONAL CENTER

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916 • (626) 299-4700 • Fax (626) 281-1163

## CONSUMER ADVISORY COMMITTEE PRESENTER GUIDELINES

Thank you for your interest in presenting to the CAC. Please fill out the sections below as they apply to your presentation. In order to make arrangements for your presentation please complete the form and return it to me by (Date : \_\_\_\_\_). Please note that if you would like ELARC assistance in copying handouts/materials for your presentation, we must have originals in our office no later than 2 weeks prior to the meeting. Otherwise we ask that you bring copies for distribution at your presentation. Again, thank you for your willingness to share your time and knowledge with consumers in the community served by the Eastern Los Angeles Regional Center. If you have any questions or need additional information please contact me, Jesse Padilla, at [jpadilla@elarc.org](mailto:jpadilla@elarc.org) or (626) 299-4854.

**Topic of Presentation** \_\_\_\_\_ **to be presented on** \_\_\_\_\_ **(date)**

(√ **All that apply**)

\_\_\_\_\_ Consumer Advocate and presenter will attempt to meet in person to discuss topic, expectation, and/or requirements.  
Meeting date \_\_\_\_\_

\_\_\_\_\_ PowerPoint slides/ handouts are attached and sent via email **2 weeks prior** to the meeting date.  
Email them to [jpadilla@elarc.org](mailto:jpadilla@elarc.org) or call (626) 299-4854.

\_\_\_\_\_ Presenter will use consumer friendly language. (See Attachment)

\_\_\_\_\_ Presenter will be expected to have an interactive presentation. (Open to questions, interactive activities, and/or group discussion)

*ELARC will supply audiovisual equipment: (laptop, screen projector, and remote). The presenter's presentation/announcement would take about 60 minutes. Jesse will contact the speaker via email or by phone 1 week prior to his/her presentation to provide feedback on presentation and to confirm their attendance.*

### **The presenter completes and agrees to the above**

\_\_\_\_\_  
Presenter Printed Name & Agency

\_\_\_\_\_  
Presenter phone number(s)

\_\_\_\_\_  
Presenter email address

\_\_\_\_\_  
Date presenter sent to Jesse Padilla (Consumer Advocate)

Approved to present on this date \_\_\_\_\_

Consumer Advocate signature \_\_\_\_\_



## PLAIN LANGUAGE & ACCESSIBLE MEETINGS

### What is plain language?

- Communication that your audience or readers can understand the **first time** they hear or read
- Plain Language Main Elements
  - The active voice
  - Common, everyday words
  - Short sentences
  - “You” and other pronouns
  - Lists and tables
  - Easy-to-read design features

### Why Use Plain Language

- Shows customer focus
- Communicates effectively
- Eliminates barriers
- Reduces time spent explaining
- Improves compliance

### Goals of Plain Language

- Help the reader **find** the information
- Help the reader **understand** the information

**Remember: If your document doesn't do both, it's not plain language.**

### Plain Language Guidelines

- Meeting materials summarized
- Short bullet point descriptions
- Use of plain language
- Everyday words, explain acronyms
- Color & graphic representations
- Words, sentences with pictures

### Checklist for Plain Language

- Less is more! Be concise.
- Break documents into separate topics.
- Use even shorter paragraphs than on paper.
- Use short lists and bullets to organize information.
- Use even more headings with less under each heading.
- Questions often make great headings.
- Present each topic or point separately, and use descriptive section headings.
- Keep the information on each page to no more than two levels.
- Don't assume your readers have knowledge of the subject or have read related pages on your site. Clearly explain things so each page can stand on its own.
- Never use “click here” as a link. Link language should describe what your reader will get if they click the link.
- Eliminate unnecessary words.