



## **Mississippi River Commission Public Meeting and Inspection Trip Speaker Guidance**

**Thank you for your interest in attending and/or speaking at the MRC's upcoming inspection trip. The following is guidance to assist you in providing testimony to the commission. Public hearings provide opportunity for you to present your cause, issues and accolades in an open dialogue format. In order for each speaker to have an opportunity to present, we ask that you adhere to the following guidelines:**

- Meetings begin promptly at scheduled times, unless the Commission extends or changes the time.
- Verbal presentations should be kept to not more than 5 minutes and should summarize the main points in your formal statement.
- Commissioners may comment and/or ask you questions regarding your topic.
- Power Points are acceptable. However, keep them to not more than three slides.
- All comments need to be spoken into the microphone at the podium.
- Formal statements submitted for the record must be signed.
- Commissioners cannot accept gifts.
- A stenographer will transcribe each public meeting as testimony becomes public record.
- There is no limit to the number of people who can attend the public meeting.
- If an emergency arises during the public hearing and we have to evacuate, follow the directions of the MV Mississippi staff.
- In order to maintain safety, we ask that you remember the following:
  - When climbing steps, maintain three points of contact at all times.
  - Stay within guide rails and do not cross over blocked areas.
  - Vessel doors are very heavy. Use two hands to open doors and seek assistance if necessary.

**(Current as of August 2019)**