

**MAKING PRESENTATIONS  
BEFORE THE  
LAHONTAN REGIONAL WATER QUALITY CONTROL BOARD**

Consistent with statutory requirements, the Water Quality Control Board, Lahontan Region (Regional Board), strongly supports the rights of all interested persons to be able to comment and/or testify on matters coming before it. To assist persons in making presentations, the following are recommendations to follow when appearing and speaking before the Regional Board. In making your appearance, please remember that the Regional Board usually has numerous matters to consider at each of its meetings, and that the Regional Board members receive and read all the information that you have submitted by the appropriate deadline.

- Summarize written materials and be prepared to limit your oral presentation further upon request by the Board members.
- Do not read from your PowerPoint display or previously submitted written materials. Board members do review all written materials that were timely submitted prior to the meeting.
- Be prepared that Regional Board members or staff may interrupt your presentation with questions or comments.
- Review notices and agendas carefully to ensure that you comply with deadlines for submitting written materials and time limits for oral presentations. The Board request that lengthy testimony be submitted at least 10 days in advance of Board meetings.
  - ☞ Review notices and agendas carefully to ensure that your presentation is focused on the issue before the Regional Board.
- If written materials were required to be submitted prior to a proceeding, do not attempt to hand out material at the proceeding.
- Written comments shall be submitted to the Regional Board at 2501 Lake Tahoe Blvd., South Lake Tahoe, CA 96150, or by fax to 530-544-2271.
- Materials presented to the Board will become part of the administrative record and will not be returned.
- If you plan to use visual aids such as PowerPoint, contact the Regional Board staff prior to the meeting or workshop to ensure that equipment will be available and ready for use.
- Individuals who require special accommodations are requested to contact the Regional Board at 530-542-5400 at least five days prior to the meeting date.