



Speaking Engagements, Panel Discussions, Issues Forums

1. Equipment for Speakers:
 - a. laptop computer with slide presentation loaded
 - b. projector (assure that screen is available)
 - c. flash drive with presentation for back-up
 - d. extension cord
2. Handouts of slides in note-taker format (if requested)
3. See list in Section One of this Toolkit if also Tabling for the Event
 - a. HCAMN one-page summary
 - b. sign-in sheets and pens
 - c. commitment to action forms
 - d. copies of Healing Health Care by Sen John Marty
 - e. wallet-size bi-fold with MHP basics
 - f. reading list
4. Information on legislative and congressional contacts, if appropriate.

10/30/17