

TIPS FOR WRITING A SUBMISSION OR MAKING A IN-PERSON PRESENTATION

There is no set format for a submission to a bill committee, but whether you are doing an in-person presentation or a written submission here are a few tips to follow:

- 1. Introduce yourself.**

A simple phrase such as “My name is John Gomez and I have spent the last 20 years teaching at Gillis School,” creates a mental image, which brings you and your point alive.
- 2. Clearly state your concern.**

For example, “I am concerned that the ability to pay clause in Bill 45 will negatively impact our public education system because it will erode teacher salaries and working conditions.”



- 3. Be specific.**

It improves the effectiveness of your presentation/submission. Focus on what the issue is specifically about, and what you think about the details proposed.
- 4. Get the facts right.**

You do not have to have all of the facts, but the ones you put in your submission/use in presentation must be correct.
- 5. Use plain language.**

Avoid jargon.
- 6. Make a recommendation.**

Tell the committee what you think it should do, or what you think should change.