

## **GUIDELINES FOR SUBMITTING REQUEST TO BE PLACED ON THE COMMISSION AGENDA**

While submission of written commentary is preferred, the Commission will provide an opportunity for oral presentation. Oral presentations are subject to the following guidelines:

### Process for submitting request

1. IEC meeting will be held on Thursday, November 10 at 2:00 p.m.
2. All request (speaking or written documentation) must be received no later than 48 hours prior to the meeting. Therefore, have request submitted by 2:00 p.m. on Tuesday, November 8, 2016 to IEC.
3. Go to <http://iec.ok.gov/>
4. Open evaluations tab and select "Schedule"
5. Each incentive has a location to "Submit Feedback"
6. Provide Your Name
7. Provide Your e-mail address
8. In the "Message" area, let us know if you wish to speak. Otherwise, provide written detail about the incentive including the page number of the report, issue and or information that may need consideration.
9. It is strongly encourage that individuals should provide written comments to the IEC Commissioners, staff and PMF Group. Written comments will assist in expediting the process of incorporating acceptable changes into the Final Report.
10. Members of the public can also email [Beverly.hicks@omes.ok.gov](mailto:Beverly.hicks@omes.ok.gov) directly if they wish to speak at the meeting. Include name and topic.

### Speaking

1. Only one speaker per organization allowed;
2. Speakers must identify themselves and state with whom they are represent;
3. Comments must relate to the agenda topic currently under consideration;
4. Comments are limited to three minutes;
5. The Chairman, at the request of any Commissioner, may grant the speaker additional time; and
6. If the Commission poses questions of the speaker, such questions and their answers will not count against the allotted three minutes.