Nevada Governor’s Council on Developmental Disabilities

Policy #

Adopted:

**(DRAFT) GUIDELINES FOR PRESENTATIONS AND SPEAKERS POLICY**

The Nevada Governor's Council on Developmental Disabilities (NGCDD) is committed to ensuring that all presentations and speakers align with the Council’s mission to advocate for inclusive, community-based services and support for individuals with developmental disabilities and their families. These guidelines establish clear expectations for presenters to promote accessibility, inclusivity, and relevant content that advances the Council’s objectives.

**Scope**
These guidelines apply to all speakers, presenters, and facilitators invited to participate in NGCDD meetings, events, trainings, and conferences.

**General Guidelines**

1. **Alignment with NGCDD Mission**
	* Presentations must support the Council’s goal of improving the lives of individuals with developmental disabilities, their family members, and the professionals that serve alongside them.
	* Topics should be relevant to the Five-Year State Plan including but not limited to advocacy, policy, self-determination, inclusion, services impacting the disability community.
2. **Accessibility and Inclusion**
	* All presentations must be accessible to individuals with disabilities and meet all current Americans with Disabilities Act (ADA) standards. Should presenters need assistance, they can contact Council Staff.
	* Speakers must use clear, inclusive language and avoid stigmatizing or discriminatory terminology.
	* Sign language interpreters and captioning may be provided as needed, and speakers should communicate accessibility needs in advance.
3. **Content and Presentation Standards**
	* Presenters must provide an outline or summary of their content in advance for review and approval by Council Staff.
	* Materials should be free from bias and respect the diversity of perspectives within the disability community.
	* Presentations should be interactive and engaging whenever possible, promoting audience participation and feedback.
4. **Speaker Conduct**
	* Presenters must be professional, respectful, and sensitive to the lived experiences of individuals with disabilities.
	* Any discussion of personal experiences should be done with consent and in a manner that maintains dignity and respect.
	* Speakers are expected to stay within their allocated time and remain on topic.
5. **Approval Process**
	* All proposed speakers must submit a brief summary of their topic, objectives, and any materials they intend to use.
	* NGCDD reserves the right to approve, decline, or request modifications to presentations to ensure alignment with Council values.
	* Final approval of presentations and speakers will be determined by the Council Members or designated staff.
6. **Compliance and Evaluation**
	* NGCDD may request feedback from attendees to ensure presentations meet quality and accessibility standards.
	* Presenters who fail to comply with these guidelines may not be invited to future events.