

CASDEM Presenter Guidelines:

Thank you for your interest and willingness to present before the Colorado Association of School District Energy Managers (CASDEM). Meetings are held five times per year, usually the first Thursday in September, November, January, March, and May. The audience is comprised of school district energy and sustainability managers, and other individuals who have responsibilities related to resource conservation. Gatherings are focused on sharing best practices, lessons learned, and hearing from external groups on innovative products, services, and potential partnerships.

- Presentations should be informational and/or educational and not a sales pitch;
 - i.e You sell real-time energy meters, focus on the benefits of real-time data instead of selling your specific product to the group or explaining how your products are better than those of your competitors.
- Respect the time limit and remember there will likely be questions from the audience; if you don't have the answer you are welcome to follow up with an accurate response following the meeting.
- Refrain from negative comments or comparing the pros and cons of your business or product against your competitors; instead share features and characteristics in an informational format.
- Feel free to hand out business cards, brochures and other materials to CASDEM members; do not leave behind any extra materials not taken unless specifically requested.
- CASDEM members may offer to give you their contact info, but please do not solicit individuals or the organizers for member contact information unless a specific conversation with those individuals occurs.