Legislative Learning Lab Guidelines
(virtual conference edition)

Hosting an education session provides an opportunity for members to highlight specific issues and engage with other members on topics of regional importance. As a nonpartisan, member driven organization, CSG West strives to ensure compliance with the organization’s mission and all educational sessions must meet the following protocols.

- Sessions are to address topics relevant to state legislators. Presentations should aim to be educational in nature and highlight innovations, solutions, or best practices of public policy areas. Education sessions may not serve as a platform to advertise for products, services, or companies, or to advocate for specific policy positions or legislation.
- Session will be pre-recorded, with support from our event producer, then played at scheduled time during virtual conference. Session will include livestreaming with audience for Q&A immediately following pre-recorded presentation.
- Presentation should be limited to no more than 30 minutes allowing ample time for Q&A and discussion.
- Session will be allotted no more than 55 minutes total.
- Session will be open to all Virtual Annual Meeting attendees and available on demand after the conference for up to 90 days.
- CSG West has the right to review and approve any content to be presented or distributed at the session at least 30 days prior to the meeting.
- There is limited availability in the Legislative Learning Lab and applications will be processed in the order they are received.