

# New Mexico Music Commission

*promoting New Mexico's rich and diverse music heritage*



## Orientation 1 | Preface

This section guides you through the ‘housekeeping’ portion of your digital orientation. It addresses orientation completion time, terminology, acronyms, tasks, appendices, and the requested orientation completion date.

### Completion Time

Estimated time to complete the New Mexico Music Commission orientation is approximately three hours.

### Terminology

Terms pertinent to State government and the Music Commission are defined throughout this document in offset sections with an italicized heading, as exemplified below:

#### *Definitions*

Pertinent terms are defined in offset sections with an italicized heading, as in this example.

### Acronyms

The long name is followed by its acronym in parentheses, for example, New Mexico Music Commission (NMMC). As a general rule, the long name is introduced, and the acronym is used in its place throughout the remainder of the document.

### Tasks

You will be asked to complete tasks in realtime throughout the orientation. Tasks are identified by a checkmark, as exemplified at the top of the next page:

✓ *Tasks* are identified by this checkmark.

Some tasks contain a hyperlink to official documents or supporting materials; these documents are divided into 2 categories, as a means of prioritizing the underlying content, which is extensive:

- **Key Doc** = read thoroughly and familiarizing yourself with its content;
- *Support Info* = scan for general information.

Here's your first task:

- ✓ *Compile* a list of questions which arise for you while working through this document. You'll be invited to submit your list of questions to an **Email Q&A** at the end of orientation.

## **Key Documents**

Key documents cited in the orientation materials are concisely listed in an online [appendices](#) {web}. You may want to bookmark the page for future reference.

## **Requested Completion Date**

- ✓ Please endeavor to *complete* this orientation before attending your first public commission meeting.