

ADMINISTRATIVE POLICY AUDIO VISUAL PRESENTATIONS FOR CITY COUNCIL MEETINGS

1. PURPOSE

The Purpose of this procedure is to establish guidelines for presentations at City Council meetings. Advance notification of presentations and proper use of the City's projection equipment will allow meetings to progress smoothly and improve the quality of transmissions on Local Government Access Channel 97.

2. General

- A. This policy applies to City staff, consultants and any person with an item on the agenda who is making a computer-generated (Power Point, slide show or video) presentation. City staff members responsible for the agenda item are responsible for obtaining the required materials from consultants and other non-City staff and coordinating with the City Clerk's Office and IT Department for the presentation.

- B. Computer Generated Presentations
 - o All audio/visual presentations must be delivered to the City Clerk's Office and the IT Manager as early as possible, however no later Noon on Friday preceding the City Council meeting. It may be delivered via email or CD format. This allows time for the IT Department to review for any viruses and ensure it compatibility with the City of Manteca's presentation equipment.
 - o Audio/video presentations shall be no longer than three (3) minutes unless approved prior to the meeting by the Mayor or a majority of Council.
 - o Staff shall coordinate with the IT department for the set up, tear down and return of the equipment.
 - o Presentations will become part of the public record, and will be included in the records retained by the City Clerk's office.

- C. Presenters
 - o To ensure a successful presentation, presenters should show up at least thirty (30) minutes prior to the meeting to become familiar with the operation of the equipment and to test the presentation for any possible errors or malfunctions.
 - o Additionally, adequate support should be present to run all aspects of the presentation without the help of City staff.

D. Power Point Guidelines

- 24 point font minimum
- Limit the use of acronyms
- Use Bullet points - not complete sentences
- Avoid flying or distracting transitions or animations
- 8 Slides (guideline, not rule)
- Use contrasting colors for your background and text
- Pictures are good
- Final slide should include recommended action (slide to remain on screen during council discussion)