

ARRANGING ELECTRONIC PRESENTATION OF MATERIALS (2014)

The process described here is intended to facilitate computerized presentations at Town Meeting. The goal is to help make your presentation clear -- and to use Town Meeting time efficiently.

PLEASE READ THROUGH CAREFULLY—THERE HAVE BEEN RECENT CHANGES IN OUR PROCESS.

TOWN MEETING PRESENTATION SUBMITTAL

1. All materials submitted to the Town must include contact information for the person responsible for the presentation in the body of the email, or as a separate sheet of paper if submitted on CD. **The Article title and number should be indicated at the top of each page of your presentation. Each slide should have a page number on it. Finally, the first and last slide of the presentation should be the motion itself.**
2. All presentations for Town Meeting must be sent to the email address **TMsubmissions@concordma.gov**, or delivered physically to the Town Clerk's office at the Town House for review by the Town Moderator at least 3 business days in advance of the presentation date. (See grid below for specific due dates)

Microsoft PowerPoint, Adobe PDF and Open Document Presentation files are supported. You will receive a confirmation email when your presentation has been reviewed and approved.

Please note there is a 10 megabyte limit on e-mail size, thus presentation files must be smaller than 10 mb to be successfully delivered via email.

3. 1. Title your presentation using the following syntax: **Article#_Article Name abbreviated_Name** of Presenter. For example, Art1_BottleBill_Smith. This consistency allows us to track your presentation more easily. If you end up sending a revised submission after review by the Town Moderator
4. 2. Use the TOC Electronic Presentation Template format. (See the Powerpoint template entitled **Electronic Presentation Template** at http://www.concordma.gov/Pages/ConcordMA_BOS/2013%20Town%20Meeting.) If your PowerPoint presentation is larger than 10 mb, try saving it as a PDF file—this will shrink the file size considerably and will run as a presentation without a problem.)
5. **Presentations must be submitted on or before the dates below, in accordance with which date the article is scheduled to be presented.**

Date Presentation Expected to be Presented at Town Meeting	FINAL Presentation Must be Received by:
Sunday, May 4 th , 2014	Tuesday, April 29 th 2014, 11:59 p.m.
Monday, May 5 th , 2014	Wednesday, April 30 th 2014, 11:59 pm
Tuesday, May 6 th , 2014	Thursday, May 1 st , 2014, 11:59 p.m
Wednesday, May 7 th , 2014	Friday, May 2 nd , 2014, 11:59 p.m
Thursday, May 8 th , 2014	Monday, May 5 th , 2014, 11:59 p.m.

This will allow time for review of the presentation by the Town Moderator and resolution of any technical issues that may arise during installation on the Town's PC. If you do not get your presentations in by this time limit, we cannot guarantee your presentation will be available for use on the night of Town Meeting.

6. If a presenter would like to view the information after it is installed on the Town's equipment, he or she should indicate this request when delivering the information to TMSubmissions@concordma.gov. The Town IT department will then schedule a time with the presenter to do this.
7. Once the Town Moderator has approved a final version of your presentation, it will be installed on the Windows laptop that will be used during Town Meeting. Each presentation will be tested to ensure it opens properly. The laptop will be placed in the auditorium by 5:30 each day Town Meeting is in session. There, you may perform a walk-through of your final presentation between 5:30 and 6:30 p.m. For Town Meeting efficiency, please do not expect to be able to walk through, or revise, your presentation in the last 30 minutes before the Meeting. Also, to promote Town Meeting efficiency, no individual personal laptops may be connected or used for Town Meeting presentations.
8. Town IT personnel are required to run all slides at Town Meeting. If you provide a script for your presentation narrative with your presentation, indicating when you would like each slide changed, rather than having to signal the projection personnel to change the slide during your presentation, you may do so. Many presenters find this makes for a smoother presentation.

Checklist for Successful Completion of Town Meeting Petition Participation:

- I used the Electronic Presentation Template as the template for my presentation.
- I put the Article Name and number at the top of each page of my presentation.
- I included page numbers on the presentation slides.
- I included the Motion on the first and last slides of the presentation.
- I followed the required naming syntax for my presentation. (For example, **Art1_BottleBill_Smith**)
- My presentation is in MS PowerPoint, Open Document or Adobe PDF format.
- My presentation was over 10 mb, so I saved it as PDF document and submitted it as a PDF (as necessary).
- I have sent the presentation to TMSubmissions@concordma.gov on or before its due date prior to Town Meeting. (see chart on first page).
- I included a contact person, (with his/her email and phone number in the body of the email) who is responsible for presenting at Town Meeting in the body of the presentation email I sent to TMSubmissions@concordma.gov.
- I acknowledge that I understand that Town personnel will be running the slide show presentation. I will either provide them with a script with indications on when to change the slides or I will signal the person with my hand or voice to change slides.

THANK YOU FOR FOLLOWING THESE PROCEDURES TO HELP MAKE TOWN MEETING ELECTRONIC PRESENTATIONS SMOOTH AND EFFICIENT. [1/14]