

ARRANGING ELECTRONIC PRESENTATION OF MATERIALS 2019

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 effectively and efficiently.

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

TOWN MEETING PRESENTATION SUBMITTALS

1. **Submit presentations to TMSubmissions.** All presentations for Town Meeting must be sent to the email address **TMSubmissions@concordma.gov**, or if on CD or thumb drive, delivered physically to the Town Manager's office at the Town House for review.

Microsoft PowerPoint, Adobe PDF and Open Document Presentation files are supported. You will receive a confirmation email from the Moderator or a member of the Town staff when your presentation has been reviewed and uploaded.

Please note there is a 25 megabyte limit on e-mail size, thus PowerPoint files must be smaller than 25 mb to be successfully delivered via email. If your PowerPoint presentation is larger than 25 mb, try saving it as a PDF file—this will shrink the file size considerably and still will run as a presentation without a problem.)

2. **Identify the contact person for the submission.** 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 or thumbdrive.
3. **Title the file to be findable.** Title your presentation file using the following syntax: Article No. [] Article Name (abbreviated) Name of Presenter. For example, Art1_BottleBill_Smith. This format allows us to track your presentation more easily. If you must send a revised submission after the Town has uploaded your presentation, please be sure to indicate "Version 2, Version 3, etc." when you re-submit it via e-mail.
4. **Conform to presentation guidelines.** Use the TOC Electronic Presentation Template format. (See the PowerPoint template, *revised this year*, entitled Electronic Presentation Guidelines, at <https://www.concordma.gov/1632/Presentation-GuidelinesInformation>.) Note, in particular, that (1) the Article title and number should be indicated at the top of each page of your presentation; (2) each slide should have a page number on it; and (3) the first and last slide of the presentation should be the MOTION offered under the Article.
5. **Observe deadlines for submission.** Presentations and handouts must be submitted on or before the dates below, in accordance with which date the article is expected to be taken up by the Meeting.

Date Presentation Expected to be Presented at Town Meeting	FINAL Presentation Must be Received by:
Monday, April 8, 2019	Wednesday, April 3, 2019, 6:00 p.m.
Tuesday, April 9, 2019	Thursday, April 4, 2019, 6:00 p.m.
Wednesday, April 10, 2019	Friday, April 5, 2019, 6:00 p.m.
Thursday, April 11, 2019	Monday, April 8, 2019, 6:00 p.m.

This will allow time for review of the presentation by the Town, 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 that your presentation will be available for use on the night of Town Meeting.

6. **Pre-meeting walk-through of presentations.** Once the final version of your presentation is received, 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. Please note that no individual personal laptops may be connected or used for Town Meeting presentations.
7. **Optional narrative scripts.** Town staff is required to run all slides at Town Meeting. If you provide a script for your presentation narrative with your presentation, you may indicate within it when you would like each slide changed, avoiding the need to signal the projection personnel to change the slide during your presentation. Many presenters find this makes for a smoother presentation. Scripts should be sent to the same address: TMSubmissions@concordma.gov with the Subject line: **Script for Article [__]**. The script should include the presenter's name and the Article [__] at the top of the first page.

Checklist for Successful Completion of Town Meeting Petition Participation:

- I used the NEW VERSION of the Electronic Presentation Template to create my presentation.
- I placed the Article Name and number at the top of each page of my presentation.
- I included page numbers on the presentation slides.
- I placed the Motion as the first and last slides of the presentation.
- I followed the required file-naming syntax for my presentation. (For example, **Art1_BottleBill_Smith**)
- My presentation is in MS PowerPoint, Open Document or Adobe PDF format.
- If my presentation was over 25 mb, I saved and submitted it as a PDF document (as necessary).
- I included the name of the person responsible for making the presentation at Town Meeting, with their email and phone number, in the body of the email forwarding the presentation to TMSubmissions@concordma.gov.
- 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 acknowledge that I understand that Town Staff will be running the slide show presentation. I will either provide a script including indications on when to change the slides, or I will signal with my hand or voice to change slides during the presentation.

THANK YOU FOR FOLLOWING THESE PROCEDURES TO HELP MAKE TOWN MEETING ELECTRONIC PRESENTATIONS SMOOTH AND EFFICIENT.