

ARRANGING ELECTRONIC PRESENTATION OF MATERIALS 2016

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 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 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 presentation files must be smaller than 25 mb to be successfully delivered via email.

2. 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.**
3. 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 the Town has uploaded your presentation, please indicate "Version 2, Version 3" when you re-submit it via e-mail.
4. Use the TOC Electronic Presentation Template format. (See the Powerpoint template entitled **Electronic Presentation Guidelines** at http://www.concordma.gov/pages/ConcordMA_BOS/meeting.) If your PowerPoint presentation is larger than 25 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 and handouts 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:
Monday, April 4, 2016	Wednesday, March 30, 2016, 6:00 p.m.
Tuesday, April 5, 2016	Wednesday, March 30, 2016, 6:00 p.m.
Wednesday, April 6, 2016	Thursday, March 31, 2016, 6:00 p.m.
Thursday, April 7, 2016	Thursday, March 31 2016, 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. 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 Public Information Officer will then schedule a time with the presenter to do this. To reach the Town's Public Information Officer directly, please email Sean Dugan at sdugan@concordma.gov.
7. 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. Also, to promote Town Meeting efficiency, no individual personal laptops may be connected or used for Town Meeting presentations.
8. The Public Information Officer is 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. Scripts should be sent to the same address: TMSubmissions@concordma.gov with the Subject line: **Script for Article XX**. 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 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 25 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 the Town's Public Information Officer will be running the slide show presentation. I will either provide him with a script including indications on when to change the slides, or I will signal him 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.