

# Presentation Guidelines

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## Clay County Board of County Commissioners Guidelines for Boardroom Presentations

### Introduction

Making a presentation to the Clay County Board of County Commissioners (BCC) is an opportunity to introduce the Commissioners, staff and general public to your organization, service, program, idea, etc. The BCC meets twice a month and conducts a large amount of business at each meeting. These guidelines have been developed to help maximize the effectiveness of your presentation to the Board of County Commissioners. These guidelines apply to both individual citizens and vendors.

### Boardroom Logistics

The boardroom is equipped with the following equipment:

- One Podium
- One Microphone
- One Computer
- One LCD Projector
- One Laser Pointer

### Broadcasting and Streaming

Since all Board of County Commissioners meetings are broadcasted over Comcast Cable Channel 99 or digital channel 260, your presentation will be seen by the community. We request your Power Point slides to be clear and concise and on a colored background. The white background causes interference with our broadcasting signal. Your presentation will also be streamed on [www.claycountygov.com/streaming/](http://www.claycountygov.com/streaming/). The streaming media is then archived, so you can visit our website and view your presentation at your convenience.

For further information or any questions, you may contact our Information and Communications Technology Division at 541-5862.

## Guidelines

1. Libelous, slanderous or offensive material or images will not be permitted.
2. You are allowed one power point presentation. Vendors: Unless provided written instructions pertaining to the time allotted for your presentation, please call ahead at (904)541-5862 for information regarding the time and amount of time given for your presentation. Presentations made by citizens during the Public Comment portion of the meeting should be limited to three minutes.
3. Power Point presentations, including those presented during Public Comment by citizens, must be brought in one hour before the meeting starts to ensure the presentation is virus free, loaded on the computer, and working properly. To accommodate presenters, Power Point presentations can be emailed to staff at [helpdesk@co.clay.fl.us](mailto:helpdesk@co.clay.fl.us). If the Power Point is not received in the allotted time, the Power Point will not be used. Before the meeting starts, staff will load your presentation for you and show you how to work the equipment needed for your presentation. All removable media such as diskettes, USB or CD-ROMS must be checked for malicious code before they are used on County systems.
4. In some cases, according to Purchasing Policies, vendor Power Point handouts must be submitted prior to presenting. It is the responsibility of the presenter to verify the agenda deadline for hand out material. This information can be obtained by calling the Purchasing Division at (904)278-3761.
5. Power Point presentations should be on a memory stick or CD to load onto the boardroom computer. Personal laptops may not be used.
6. In accordance with BCC Policy, the use of Clay County's seal or other County logos is **NOT** to be used unless permission is granted by the County Manager. This includes Power Point presentations, hand outs, bid documents, etc.
7. Use a colored background for your Power Point presentations. White backgrounds cause interference with our Cable Broadcasting signal.
8. Speak into the microphone during your presentation. For Public Record, please say your name and address into the microphone before beginning your presentation.