



Presentation Submission Guidelines for Town Council or Advisory Committee Meetings

Purpose: To provide for a standardized procedure for receiving and utilizing presentations during public meetings within the Town Council Chambers (i.e. PowerPoints)

These procedures are applicable to all public meetings including Town Council, Special Magistrate, Local Planning Agency, and Town Advisory Committees.

To provide a PowerPoint or other visual presentation for an upcoming meeting:

1. Inform the relevant department that you have a presentation and specify for which meeting
2. Email the presentation to ***presentations@fmbgov.com*** at least 24 hours prior to the presentation, which will allow the presentation to be loaded into the display systems.
 - ***Please note, presentations received after the 24-hour window will not be accepted or displayed digitally – please be prepared with paper copies for those at the meeting (typically 10 copies for Town Council Meetings).***
 - ***The Town of Fort Myers Beach will not accept flash drives or other plug & play devices for presentations.***
 - ***A Monday Meeting will require the presentation to be submitted on Friday, by 3:00pm***
3. Arrive early on the day of the presentation to review any needed instructions given by the Town of Fort Myers Beach IT Staff.

To ensure a good presentation, the following guidelines should be followed:

- Presentations should be submitted in PowerPoint format (pptx or ppt, no pdf)
- Each file will be checked for security
- Any file found to be compromised or corrupted will not be presented
- Follow presentation best practices for color contrast and formatting
- Do not include embedded internet links or videos
- ***It is the presenter's responsibility to request inclusion in the record if the presentation is associated with a quasi-judicial matter at the time of the public hearing.***