



POWERPOINT PRESENTATIONS FOR COUNCIL

PowerPoint presentations are shown on two 70” televisions in the Council Chamber. These televisions are approximately 25ft away from the Mayor and Councillors, up to 35ft away from the public gallery, and are viewed at an angle. To make your presentation readable, please note the following best practices:

- No more than 6 words per bullet (line)
- No more than 6 bullets (lines) per slide
- Font should be at least 24pt, anything less cannot be read
- No more than one image or chart per slide
- Keep backgrounds simple
- File should be in PowerPoint format
- Email your presentation and any supporting materials to: corporateofficer@summerland.ca by 9:00 AM on Monday the week prior to the scheduled meeting. For example, if the scheduled council meeting is on March 19, the deadline is Monday, September 11 at 9:00 AM:

MARCH

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

If we do not receive materials by this deadline, the delegation will be rescheduled (unless you would like to proceed with no presentation materials). Presentations are limited to 5 minutes maximum unless you have confirmed otherwise with Corporate Services.

When it is your turn to speak, the Mayor will call you to the microphone, please press the button on the bottom to activate it (it will turn red). All regular meetings are recorded and livestreamed for the public record.

Delegations are limited to 5 minutes for their presentation, followed by questions, if any, from Council. A maximum of 4 delegations may be scheduled per Council



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meeting and delegations may choose either the first (1:00 PM) or second (6:00 PM) delegation opportunity. Delegations are permitted to address Council a maximum of 4 times per year.

If you have any questions, please contact Corporate Services at 250-404-4085 or via email: corporateofficer@summerland.ca