

Proposal for Protocol for Submitting Electronic Presentations at Council Meetings in Public Testimony, Agency Reports, and Advisory Body Statements

Public input and full documentation of all written material in the administrative record is a cornerstone of the Pacific Fishery Management Council (Council) process. The Council strives to facilitate strong public participation at Council meetings, and it is important that the Council is provided with a complete and timely set of written materials for informed decision-making. Written public comments are generally most effective if submitted by the advance Public Comment deadline or by the Supplemental Public Comment Deadline. These written comments are typically processed by the Council Secretariat, where proper labeling occurs, followed by electronic distribution to the current Briefing Book (administrative record) via web posting, and paper copies are provided at the Council meeting.

In recent years, public testimony at Council meetings has evolved to frequently rely on electronic presentations, such as PowerPoint presentations. These presentations are now often electronic slide presentations as opposed to, or in addition to, the classic written narrative letters. These electronic slide presentations are essentially written testimony, influencing Council decision-making, and are now included as part of the administrative record of the meeting. However, there have been difficulties in efficiently processing electronic slide presentations that are submitted to Council staff at Council meetings for immediate use.

Agency reports and Advisory Body statements also now often include written material put forward as an electronic slide presentation, either singularly or in addition to the more classic written narrative statement. These presentations are also an important part of the administrative record of the meeting and can also have the same kind of difficulties described above for public testimony electronic slide presentations.

The Council staff proposes the following guidelines to more efficiently handle electronic presentations (PowerPoint files) at Council meetings, for testing at the March 2016 Council meeting.

Where to Submit Materials

All electronic slide presentation materials are to be submitted to the Council Secretariat office, not to Council staff in the Council chambers. Electronic slide presentations need to be submitted in person to the Council Secretariat office or emailed to Mr. Kris Kleinschmidt at (Kris.Kleinschmidt@noaa.gov).

When to Submit Materials

Electronic slide presentations should be submitted no later than 5 p.m. the day before the corresponding agenda item is scheduled on the Council's agenda. This requirement is to allow time for proper labeling as to Council agenda item, the orderly distribution of material, and so that PowerPoint type files can be loaded on the hard drive of the podium laptop, scanned for viruses, saved and filed in the administrative record, posted on the Council Briefing Book website, and

checked to make sure the presentation can run smoothly. Presentations submitted after the deadline run the risk of not being available, and the presenter will need to be prepared to make the presentation verbally.

How to Submit Electronic Slide Files at Council Meetings

PowerPoint type files are best submitted in their native format (.ppt) rather than PDF or other format. Please use the following file naming convention for the electronic file.

The presentation filename must begin with the Council agenda item number without punctuation followed by the last name of the presenter. A brief description could follow. Please use an underscore character between words. For example:

D6_Smith_Tuna_Presentation.ppt

What Testifiers and Presenters Should Expect and Technical Specifications for PowerPoint Presentations

The Council meeting room is equipped with all necessary technical equipment. When called, presenters and or speakers will speak from a testimony table with a microphone and two large screens for PowerPoint and computer presentations. Only PowerPoint slides submitted in accordance with the protocol above will be available during the Council meeting. Presentation files will be loaded on a laptop at the testimony table and at the IT Staff desk in the Council meeting room. There will be a presentation remote for use by the presenter for advancing the presentation slides. If you would prefer other arrangements, you will need to contact Kris Kleinschmidt at least one day in advance of your presentation. The broadcasting laptop has Windows 7 operating system with Microsoft Office Professional 2013, and Adobe Acrobat Professional loaded on the hard drive for use during your presentation. It will be able to accommodate PowerPoint files created or saved in earlier versions of Office as well as Office 2013.

Copies of your PowerPoint presentation will be saved and posted on our briefing book website as part of the meeting record.

Questions/Special Requests: If you have any questions or special requests (such as embedded video, videos with audio), please contact Kris Kleinschmidt at the Council Office well in advance of the Council meeting (503) 820-2425; kris.kleinschmidt@noaa.gov.

PFMC
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