



### 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.

#### 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 (<mailto: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\_EFP\_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) 820-2411; [kris.kleinschmidt@noaa.gov](mailto:kris.kleinschmidt@noaa.gov).

PFMC  
03/02/17

## FACT SHEET:

# ELEVEN POWERPOINT TIPS

Powerpoint (and similar) presentations are a common way to present information to the Council and its advisory bodies. Here are a few tips to make sure your presentation goes smoothly.

### **Presentations at Council Meetings**

Transparency is a cornerstone of the Council process, so it is important that the Council receive written materials in a timely way to allow well-informed decision making. This includes electronic presentations such as Powerpoints.

It is best if presentations can be submitted by the advance or supplemental briefing book deadline so that they can be provided to the Council and the public with other briefing book materials. All electronic presentations should be submitted to the Council Secretariat office, rather than to Council staff in the Council chambers. Such presentations should be submitted in person to the Council Secretariat office or emailed to Kris Kleinschmidt ([kris.kleinschmidt@noaa.gov](mailto:kris.kleinschmidt@noaa.gov)).

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 allows time for proper labeling and distribution, and so that presentations 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 they run smoothly. Presentations submitted after the deadline may not be available, and **the presenter will need to be prepared to make the presentation without slides.**

#### *How to Submit Electronic Slide Files at Council Meetings*

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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.

#### *What Testifiers and Presenters Should Expect*

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



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slides. If you would prefer other arrangements, you will need to contact Kris Kleinschmidt at least one day in advance of your presentation. As of March 2017, the broadcasting laptop has the 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.

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) 820-2411; kris.kleinschmidt@noaa.gov.

## **Tips on Design and Presentations of Your Presentation**

Powerpoint and similar presentations can be an effective tool for presenting your information in a clear, concise, well-organized fashion, but they can also be the source of considerable frustration for those trying to follow along. Here are a few tips to make them effective.

- Keep it simple. Less is more. Nothing in your slide should be superfluous.
  - Designers recommend using no more than two different fonts in any presentation. More are distracting.
  - Use as few slides as possible to focus on the main points of your message. In general, avoid using more than 20 slides.
  - Use slides with as few words as possible (otherwise audience members will either just listen to what you say and not read the slide, or read the slide and not hear what you say). Bullet points should not be longer than a single line.
  - If you have a bullet or slide with more words than can be taken in at a glance, read the slide first and then make additional comments. Use the “notes” feature to keep notes for yourself.
  - The longer your presentation, the more points will be missed if peoples’ minds wander. Shorten your presentation or consider creative ways to refocus people’s attention.
1. At the beginning, use one slide to summarize what you’re going to say. At the end, summarize what you presented.
  2. Remember, a picture is worth a thousand words, and is often more interesting for the audience—but avoid using cheesy clipart.
  3. Use video and audio when appropriate. Videos may illustrate your point better and will increase the audience’s interest.
  4. Use the animation feature judiciously. It can be effective to have your bullets show up one at a time so the audience won’t read ahead, but too much animation can slow down a presentation, make it more likely that something will go wrong, and become tedious.
  5. If you are presenting a table or graph, explain the rows and columns or axes, and what data is represented, before talking about the data and what they mean. Make sure the axes are legible. Sometimes it can be helpful to first display the graph without data, or with some simple example data, and then provide a display with the information for Council



consideration.

6. Number your slides so it is easy to go back to them if the audience has questions.
7. Avoid using any font size below 18. Make sure your text (including labels) can be read from the back of a large room.
8. Proofread! Spelling errors detract from your message and your credibility.
9. Practice your presentation in advance and make sure it fits within your allotted time. (During Council public comment, individuals are typically allotted five minutes and organizations ten, at the discretion of the Chair). Try to be at least a bit shorter than your allotted time—actual presentations tend to run longer than rehearsals.
10. If possible, test your color schemes on a Council projector. A color scheme that is effective on your computer display may not be legible when projected on the screen. Make sure there is good contrast between the text and the background.

*Updated March 12, 2017*

