Presentation Policy for Miami-Dade County Chambers Meetings

Required:

- Each file should have a unique name: **Item Number/Application Number/Meeting Title/Date (Example: Item_6A_20210015_CDMP_8-15-22)**
- All presenters need to have a representative in the control room during presenters' presentation or presenters needs to provide a script for control room operator if presenter can't have a representative in the control room during presentation.
- PowerPoint and or PDF Presentation format 1920x1080 16:9 or 480x720 4:3.
- The document should utilize recommended fonts such as**, Arial, Calibri, Tahoma, Corbel, Lucida, Sitka, and Helvetica**.
- Send All PowerPoint and/or PDF's presentations for meetings to gic-cham@miamidade.gov. All presentation must be sent via email 24 hours before the scheduled meeting for testing and approval. If a presentation is delivered the day of a meeting, please bring on a USB drive.
- Maximum File Size 100MB's
- Video Presentations - All videos should be MP4 format and resolution 1920x1080, 1280x720 or 720x480 (All Videos Should Have Open Captioning)
- Photo Presentations - All should be JPEG or PNG format.

Suggested:

- Proofread everything.
- Limit animation in your presentation.
- All slides should use a minimum font size of 18 points.
- Avoid putting a lot of information on one slide. It can be difficult to read.
- Use descriptive alternative text for pictures, charts, and other visual objects.
- Use good color contrast.
- Test your presentation with the Grayscale feature to see how slides might look for someone who is color blind.
- If color is used to emphasize the importance of selected text or convey other meaning, an alternate method (such as bold text) should also be used.
- Avoid using flickering, flashing, and animated text.