



PRESENTATION POLICY FOR TOWN COUNCIL MEETINGS

Presentations can be made to the Town Council during their meetings. Please find below the policy for presenting to the Town Council.

1. Please contact the Town Clerk's Office at 276-223-3349 to discuss providing a presentation at a Town Council meeting.
2. The Town Council prefers that presentation paper handouts also accompany any computer presentation.
3. Any presentation documents to be included in the Town Council package must be received in the Town Clerk's Office on the Monday prior to the Town Council meeting. This information will be placed in the Town Council meeting packet.
4. If the presentation requires the use of a computer, the computer files must be emailed to support@wytheville.org or delivered to the Director of IT by 5:00 p.m. on the Monday prior to the meeting. A confirmation email will be sent upon receipt and review of the computer files.
5. Computer files may not be accepted on the day of the Town Council meeting.
6. Town staff can provide technical advice, but staff will not assist with the preparation of the presentation.
7. External A/V equipment and computers can be supported, however, the presenter must supply the HDMI adaptor. The presentation needs to be in a 16:9 format, and the font should be easily visible.
8. The Town Council prefers presentations that are well organized and to the point. Please try to limit your presentation to 15 minutes or less. If your presentation is longer than 15 minutes, please notify the Town Clerk's Office at 276-223-3349.

For additional technical assistance, please contact the office of the Director of IT at 276-223-3508 or support@wytheville.org.