Council Chambers Presentations

1. Prior to the Presentation

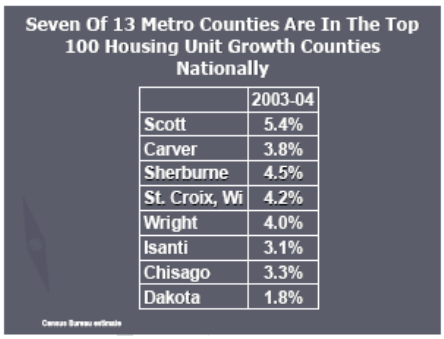
- Determine agenda setting deadline date. Provide your PowerPoint and handouts prior to the agenda setting discussion with the committee chair.
- Contact the appropriate Committee Coordinator for details on submissions:

Audit	Irene Kasper	673-2219
Claims	Peggy Menshek	673-2287
Committee of the Whole (CoW)	Anissa Hollingshead	673-2296
Community Development (CD)	Irene Kasper	673-2219
Elections	Anne Roth	673-3130
Executive Committee	Anne Roth	673-3130
Intergovernmental Relations (IGR)	Anissa Hollingshead	673-2296
Public Safety, Civil Rights & Health (PSC&H)	Jackie Hanson	673-2046
Regulatory, Energy & Environment (REE)	Jackie Hanson	673-2046
Rules	Peggy Menshek	673-2287
Taxes	Peggy Menshek	673-2287
Transportation & Public Works (T&PW)	Peggy Menshek	673-2287
Ways & Means/Budget (W&M/Budget)	Anne Roth	673-3130
Zoning and Planning (Z&P)	Anissa Hollingshead	673-2296

- At agenda setting, discuss with the chair how much time you'll have for the presentation.

2. Preparing your PowerPoint

- Don't overload your slides with text or data. Keep the slides simple.
- Use pictures and/or graphics.
- Only use a few PowerPoint slides to reinforce your presentation.
- A font size of 28 to 40 should be used for PowerPoint presentations. Use Arial or Helvetica with a regular font style. Too much text makes the slide unreadable. If your audience is reading the slides, they are not listening to you. Make your point with graphics.
- Tables are sometimes hard to see and understand.
- A font with white text on a black or blue neutral background is easiest to read.



3. Presenting at the podium in the Council Chambers

- Room 317, Council Chambers is to be opened to the public only by City Clerk's staff for Council Committee or City Council meetings. A Council Committee Coordinator will open the room and be on hand 15 minutes before Council Committee or City Council start times. With regards to requests for assistance from City staff, requestors will be assisted as follows:
  - Computer/podium login and set up (e.g. for a PowerPoint presentation): Staff should contact the Council Committee Coordinator assigned to the Committee (see list: http://www.minneapolismn.gov/council/procedures/primary-support-staff.asp) and/or by email at: CouncilCommitteeCoordinators@minneapolismn.gov. Staff should contact the Clerk's office prior to the meeting and be prepared to meet Clerk's staff 15 minutes prior to the start of the meeting.
  - DVD or audio file set up: Staff should contact the Communications department at (612) 673-2906 (C. John Harrison) or (612) 673-2234 Video Department or via email at:

    cjohn.harrison@minneapolismn.gov and/or chambers@minneapolismn.gov. Staff should contact the Communications office prior to the meeting and be prepared to meet Communications staff 15 minutes prior to the start of the meeting.
- There is a PC available with flash drive connections behind the monitor and a CD drive in the cabinet to present your material(s). City employees should save your presentation on your (h) drive. Login as you would at any computer and locate your presentation on the (h) drive.
- Public presenters should bring their presentation on a flash drive and/or a CD backup. Use the public user name "ccpublic" and password "$ccpublic", the domain is "MCH0317CC0128".
- The image on the TV behind the council members changes frequently. If you're presenting a .ppt or photo to council members, that image will remain on the smaller screens for council members to view.
- When in the Council Chambers, turn your cell phone ringer off.
- Stand with your feet positioned as indicated on the carpet or sit in close proximity to the microphones. You must speak directly into the microphones to be heard by the TV audience and for recording purposes.
- At the beginning of your presentation please state your name for the benefit of the viewing audience.
- Talk at a natural, moderate rate; project your voice; and speak clearly.
- Always leave time for a few questions at the end of your presentation.