

## APPENDIX G

### **Policy Standards for Presentations**

HCTV will accept Microsoft PowerPoint® presentation for use in public meetings or studio shows subject to the following guidelines:

- Deliver the presentation on acceptable media (USB stick, SDHC card) or send via email to HCTV@Hudsonctv.com) to at least 72 hours prior to the event or to the Director of Community Media.
- Printed copies of all slides to be shown or used in a show, either in presentation format or handout format shall accompany the transfer media. This is necessary so that the system operator can monitor the presentation in the event that slides do not change automatically.
- The equipment of HCTV works best with currently supported versions of Microsoft Office. The use of earlier unsupported versions of PowerPoint® may result in inserted objects, pictures, tables and text boxes not being displayed properly by the program.
- Physical transfer media used for submissions will be available for return at the request of the presenter, within 72 hours of the presentation
- Recommendations for Presentations:
  - Font Size on slides should be greater than 24 points and preferably in bold print (This is necessary for the audience to be able to read the screen at a distance.)
  - Limit the use of animations in your slides such as sliding lines, sounds, or any factor that requires the use of the enter key to complete the slide presentation.
  - Contrasting colors make a better presentation for audiences. It is suggested that colors listed below may improve the readability of the presentation:
    - Black on White
    - White on Blue
    - White on Red
    - Minimal use of slide design is suggested and the use of embedded objects is discouraged.