PowerPoint Presentations for Council

PowerPoint presentations are shown on two 70” televisions in the Council Chamber. These televisions are approximately 25ft away from Councilors and up to 35ft away from the public gallery and are viewed at an angle. In order to make your presentation readable, please note the following best practices:

- No more than 6 words per bullet (line)
- No more than 6 bullets (lines) per slide
- Font should be at least 24pt, anything less cannot be read
- No more than one image or chart per slide
- Keep backgrounds simple
- Font should contrast sharply with background
- Should be in PowerPoint 2013 format
- Email your presentation to: mfugeta@summerland.ca, with a copy to kjones@summerland.ca so we can load your presentation on the computer in the Council Chamber and make it available for the applicable meeting. You may also wish to bring your presentation on a flash-drive as a back up.

Presentations are limited to 5 minutes maximum unless you have confirmed otherwise with the Corporate Officer. If there is additional information you would like Council to have, please submit it electronically no later than noon on the Wednesday before the applicable meeting. We will include the information you submit in the public agenda package that is posted on our website.

If you have any questions, please contact Maureen Fugeta, Corporate Officer, at 250-404-4057 or via email: mfugeta@summerland.ca