

Okaloosa County News Release

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Okaloosa County Commissioners Set Guidelines for Presentations at Meetings

Public Encouraged to Follow Guidelines for Submissions

In an effort to avoid computer viruses and overall electronic issues prior to board meetings, the Okaloosa County Board of Commissioners approved written guidelines for submissions in the future. Commissioners are asking the public to follow the guidelines outlined below:

Guidelines for use of public presentations during Board meetings

- The Board room uses a computer dedicated specifically for presentation use. Laptops brought in by the public will not be hooked up to the County system.
- To ensure that a presentation is loaded and functional it is important that all presentations be on the computer before the meeting at which the presentation will be given.
- Presentations should be no more than 5-10 minutes in length.
- Presentations must be screened by staff before displaying in Board room.
- Presentations on **items that are to be placed on the agenda** must be e-mailed to managerinfo@co.okaloosa.fl.us by noon on the Wednesday prior to the Board meeting.
- Hard copies of **presentations on agenda** must be submitted by noon on the Wednesday prior to the Board meeting to the County Administrator's Executive Assistant at krossi@co.okaloosa.fl.us
- Presentations of **items not on the agenda** must be provided to staff 24 hours prior to the Board meeting. No presentations will be accepted from the public during the meeting or less than 24 hours prior to the start of the meeting. E-mail is the preferred mode of receiving presentations, but may be submitted in advance on a cd.
- Powerpoints, pdfs, and Windows video files are all compatible with the computer system. Embedded sound is acceptable under most circumstances.
- To facilitate presentations, maps and photos should be submitted as pdfs or Powerpoints to avoid toggling between different media.
- All presentations must be tasteful, truthful and non-accusatory in nature. All presentations from the public must include a slide with the name and contact information of the person or group making the presentation.

For more information, call 850-651-7515 or visit www.co.okaloosafl.com.

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