Date: 03-28-23
Re: Town Meeting Policy on Presentation Materials

___

1. Visual Aid as Part of Presentation. If you would like to have a visual aid displayed in the meeting room during your presentation on an article before Town Meeting, please send it to the Moderator in advance via email at moderator@wilmingtonma.gov, with a copy to itsupport@wilmingtonma.gov.
   a. The final version must be sent no less than five (5) business days prior to Town Meeting to allow for proper Town Meeting organization.
   b. The following are acceptable file formats for visual aids:
      i. *.docx (Microsoft Word files)
      ii. *.pptx (Microsoft PowerPoint files)
      iii. *.pdf (PDF files)
      iv. *.jpeg or *.jpg (Image file format)
      v. *.png (image file format)
   c. Visual aids are not reviewed for substantive content, quality, style, typographical errors, or visual appeal, but instead for three areas:
      i. Is this visual aid capable of being shared in the time allotted (e.g., fifty slides is not possible for a five minute presentation)?
      ii. Is this visual aid within the scope of the article, during discussion of which it is to be presented (e.g., if the topic is about a building, but has content that is related to cats)?
      iii. Is this visual aid presented for the sole purpose of disrupting the town meeting proceedings?
2. If you need to change the visual aid to address one of those three concerns found in 1(c) above, the Moderator will ask you to do so and you must return the final version within three (3) business days before Town Meeting.
   a. If the visual aid that is sent is too long (but otherwise meets the above requirements), and a shortened one is not resent in the required time, the speaker will be reminded about the time limit, and the visual aid will not be advanced past the time limit.
3. Our IT Director will advance slides from the computer during the course of Town Meeting.
4. You should arrive at Town Meeting at least a half hour prior to the scheduled start time to ensure the visual aid works as you intended.