

PRESENTATION GUIDELINES

J. Mitchell Graham/Barrett Lawrimore Awards Competition

In order to share information on the innovative entries that are submitted for the J. Mitchell Graham/Barrett Lawrimore Awards Competition, the Beaufort County Channel will videotape the event to make it available via SCAC's website. The presentation guidelines below will ensure a clear and concise presentation. We realize that presentations may need to be updated at the last minute. Staff will work with you in an emergency situation. We appreciate your cooperation.

1. Visual presentations are not required for the competition. However, if you are planning to use a visual presentation, it will need to be in one of the following forms: PowerPoint, Quick Time, Windows Media file, or YouTube video. We are not able to accommodate presentation platforms such as Prezi. Presentation slides should have a dark background with white or light lettering. If a third or fourth color is needed, green and yellow are recommended. If using video, volume in the video should be consistent.
2. Font styles are very important. We request that all presenters use either Arial, 28 point bold with text shadow, Franklin Gothic Book, 30 point bold with text shadow, or Garamond, 28 point bold with text shadow. These font styles can be mixed for presentations.
3. Please be sure all images and graphs you include in your presentation are large enough to be legible on the screen. Break information into multiple slides, if necessary. A maximum of four images per screen is recommended.
4. If a video is embedded into a PowerPoint file, **you must submit the video file in addition to the PowerPoint presentation file. Your video will not work if you do not send it as a separate file.**
5. Include a title slide with the project name, the county submitting the entry, and the names of presenters.
6. **Please use the following naming convention for your presentation file:
projectname.JMG2020 OR projectname.BL2020.**
7. **All presentations are due by Monday, July 27.** To submit your presentation, please click on the link below to upload your file to the SCAC Dropbox account. You can simply click the hyperlink below, or you can copy the entire link and paste it in the URL bar of your web browser. A green "done" box will appear indicating your file was successfully uploaded. Please contact Jennifer Haworth at jhaworth@scac.sc or (803) 252-7255, ext. 337, should you have any questions or concerns about submitting your presentation.

<https://www.dropbox.com/request/6A1T6pSp6PtSz5OSqkNO>

8. You will be able to test your presentation the day of the competition beginning at 11:30 a.m.