

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 event will be livestreamed on SCAC's Facebook account and a recording of each presentation will be available on SCAC's website afterward. 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. On the day of the competition, at least one staff member or county elected official from the entrant county will be required to make an in-person presentation before the competition judges. Each entry will be allotted no more than 10 minutes to present at a scheduled time. Judges will then have several minutes to ask follow-up questions of the presenter.
2. 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 or MP4 video. Presentation slides are recommended to 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.
3. Font styles are very important. We recommend 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.
4. 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.
5. If a video is embedded into a PowerPoint file, **you must submit a separate MP4 video file in addition to the PowerPoint presentation file. Your video will not work if you do not send it as a separate file.**
6. Presentations will be livestreamed on Facebook. Please do not use copyright protected music in your presentation per Facebook's Music Guidelines. You may view the guidelines at https://www.facebook.com/legal/music_guidelines.
7. Include a title slide with the project name, the county submitting the entry, and the names of presenters.
8. **Please use the following naming convention for your presentation file: projectname.JMG2023 for J. Mitchell Graham entries, or projectname.BL2023 for Barrett Lawrimore entries.**

All visual presentations are due by Monday, May 15. 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.

<https://www.dropbox.com/request/gCU2trIBgD6P7jm2UKs0>

A green “done” box will appear indicating your file was successfully uploaded.

Please contact Isabella Branham at Ibranham@scac.sc or (803) 252-7255, ext. 347, should you have any questions or concerns about submitting your presentation.

9. You will be able to take a moment to test your presentation just before the start of your presentation. You may also test your presentation during scheduled judge’s breaks or prior to the competition.