

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 a recording of each presentation will be available on SCAC's website after the competition. 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, a staff member or elected official from the applicant county is required to present the project in-person before the competition judges. Multiple presenters are allowed, including non-county partners; however, at least one official from the applicant county must be among the presenters.
2. Each entry will be allotted up to 12 minutes to present during a pre-scheduled time. Judges will then take a few minutes to ask follow-up questions of the presenter.
3. Electronic audio-visual files are permitted in the following formats: PowerPoint presentation mode, PDF full-screen mode, or MP4 video. Audio-visuals are not required for the oral presentation.
4. If a video or video link is embedded into a PowerPoint or PDF presentation, a separate MP4 video file must also be submitted. Please ensure consistent volume and sound quality for videos.
5. Font styles are very important. We recommend a font size of at least 24 points, with contrasting colors used for the text and background to improve visibility.
6. 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.
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 files: projectname.JMG for J. Mitchell Graham entries, or projectname.BL for Barrett Lawrimore entries.
9. **All visual presentations are due at least 5 business days prior to the competition date. Please see important dates in the awards toolkit webpage at <https://www.sccounties.org/awards/awards-toolkit-and-application>.** 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/flafbmaphvjzdg0yjld>

A "finished uploading" pop up message will appear if your file was successfully uploaded. Please contact Susan Turkopuls at Sturkopuls@scac.sc or (803) 252-7255, ext. 115, if you have any questions or concerns about submitting your presentation.

10. Each presenter may take a moment to test their presentation just before the start of your presentation. Presentations may also be tested during scheduled judges' breaks and prior to the start of the competition.