

## **PRESENTATION GUIDELINES**

### **J. Mitchell Graham/Barrett Lawrimore Awards Competition And COVID-19 Response and Resiliency Showcase**

In order to share information on the innovative entries that are submitted for the J. Mitchell Graham/Barrett Lawrimore Awards Competition and the COVID-19 Response and Resiliency Showcase, the event will be livestreamed on SCAC's Facebook account and SC ETV will record it to make it available via 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. 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, MP4 video, or YouTube video. 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. 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](https://www.facebook.com/legal/music_guidelines).
6. Include a title slide with the project name, the county submitting the entry, and the names of presenters.
7. **Please use the following naming convention for your presentation file: projectname.JMG2021, projectname.BL2021, OR projectname.COVID2021.**

**All presentations are due by Tuesday, June 1.** 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](mailto: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/Xi3ljMjWFKo6TSXkkPcn>

8. 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. Please use the break closest to your presentation time and plan to take turns with other counties, since only one county at a time will be allowed in the room. Counties scheduled prior to the morning break may also test presentations between 9:00 and 9:15 a.m.