



The Corporation of the Township of Wilmot
Clerk's Services Department
60 Snyder's Road West, Baden, Ontario N3A 1A1
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Presentation Guidelines

To assist in the planning of your presentation to the Council of the Corporation of the Township of Wilmot we have prepared these brief guidelines. It is our goal to help you optimize your presentation ensuring a quality viewing experience for staff, Council and the public audience.

The Township's Council Chambers is equipped with two 70" wall mounted monitors, a notebook PC equipped with Microsoft Windows and Office, and a remote presenter for use with Power Point Presentations. The presentation format must be .ppt or .pptx. Unfortunately, we cannot accommodate Apple products for use with our presentation equipment; therefore, please make arrangements to use PC compatible products. Also, laser pointers cannot be used with the monitors; it is recommended that your presentation and slides not require the need of such devices.

The sound system has microphone and speaker units at each desk including the delegation podium. There are also speakers positioned for the general audience to hear. It is important that you speak directly into the microphone to ensure all members of the viewing audience can hear you and that your voice is picked up by the digital recording device. The audio at all Council meetings is digitally recorded and, from time to time, Rogers Cable records the meeting for television broadcast.

The Township requires that you provide the Clerk's Department with a copy of your presentation by email, USB key or CD/DVD no later than the Wednesday at noon preceding the Council Meeting. This time is needed to test your presentation with our equipment to ensure compatibility and to produce copies for inclusion in the Council Agenda Package. Presentations received after this timeframe may not be allowed at the Council Meeting. Any handouts must be submitted to the Clerk's Department and reviewed by Township staff prior to the meeting. If you are providing handouts, please be advised that there are six members of Council and eight members of Senior Staff who attend Council Meetings. A file copy is also required for the Township records.

Please arrive at the Council Chambers at 60 Snyder's Road West in Baden by 6:45 pm the night of the Council meeting and ask to speak with the Deputy Clerk. He/she will orientate you with the equipment you will be using for your presentation and answer any questions you may have. Agendas are available at the Council Meeting in the hallway leading to the Chambers. Also, the complete Council Agenda Package is posted on the Township's official website on the Friday before the meeting or earlier. Due to the nature of Council Meetings, we cannot guarantee a start time for your presentation. All delegations and presenters are given ten minutes plus time for questions from Council.

It is suggested that you do not use a font size smaller than Ariel 20 or equivalent. It is also suggested that you avoid light printing on light backgrounds and dark printing on dark backgrounds, fine scripts or other font and colour combinations that are difficult to read from a distance. Following these guidelines will help ensure an enhanced experience for all members of the viewing audience and reduce barriers for anyone in attendance with low vision.

Township staff, including the Deputy Clerk and IT Services, are available to help you in any way to ensure your presentation is a pleasant experience for both you and Council. Please call on us with any questions or concerns. Thank you.