

House Information Technology Guideline

Presentation Guidelines for Committee Rooms

The Florida House of Representatives has developed these guidelines for presenters to follow to ensure presentations are compatible with equipment in the Committee rooms. These guidelines apply to presentations to be displayed on House-provided computer equipment.

Delivery of Presentations

Your presentation should be delivered to the Committee Administrative Assistant at least 24 hours before the meeting start time. Complicated PowerPoint presentations (embedded video, internet links, and ActiveX content) should be delivered at least 48 hours before meeting time so they can be tested. Also, the presenter should arrive 30 minutes before the meeting time with a second copy of his/her media in case the copy received by the Administrative Assistant is defective.

Media

Flash/thumb drives are the required form of media storage.

Software

Presentations should be created in Microsoft Windows. Create the presentations using PowerPoint, Excel, or Word. You may also use Acrobat if needed for your presentation. When creating sound and video use Windows Media as shipped from Microsoft. Do **not** use specialized formats or codecs i.e. Xvid, Real Video. House-provided equipment is **not** Mac compatible. There are no printer drivers installed.

If you have any questions, please contact the Committee Administrative Assistant.

Contact information can be found on www.MyFloridaHouse.gov

Questions: Contact House Support (850) 921-HELP(4357) or HelpDesk@myfloridahouse.gov