

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 recommended form of media storage. CD's and DVD's are usable on House-provided equipment. It is preferred that DVD's be limited to the most readable disc format, DVD-R. **Do not use CD-RW, DVD+R or DVD-RW, Blu-ray, or HD-DVD discs.** If CD's or DVD's are used, it is highly recommended that multiple copies are brought to the meeting 30 minutes before the meeting time, due to the damage that can happen to these disks. The House provided systems are **not** equipped for floppy disks.

Software

Presentations should be created in Microsoft Windows 7, XP, or 2000 Operating System. Do **Not** use Vista. Create the presentations using PowerPoint, Excel, or Word (2003, 2007, 2010). You may also use Acrobat v10.0 and Quick Time, 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 and will not be installed on House equipment.

If you have any questions please contact the Committee Administrative Assistant Contact information can be found on MyFloridaHouse.gov

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