



### Prepare for a Council Presentation

**Delegations must be scheduled through the municipal clerk's office at [municipal.clerk@canmore.ca](mailto:municipal.clerk@canmore.ca).**

Delegations are typically the first item on the agenda, so be prepared to speak at 9 a.m. at a regular business meeting or at 1 p.m. at a committee of the whole meeting.

If there is more than one delegation scheduled, the municipal clerk will give you an estimated time for your presentation.

Presentations may not exceed 10 minutes, not including time for questions from Council. A timer will be used.

If you'd like to show a PowerPoint or other type of presentation, please email it to the municipal clerk before 5 p.m. the day before the meeting. It will be loaded for you onto the desktop in the council chamber.

If you are unable to send the presentation ahead of time, please bring it along on a memory stick or laptop computer. Arrive a few minutes before the meeting starts so the municipal clerk can upload your presentation to the desktop.

#### **PowerPoint Tips**

The Town uses Microsoft Office, so if your presentation was prepared on a Mac you will need to bring it on a laptop.

If you use the Presentation Notes feature in PowerPoint, please print your notes since they will not show on the monitor.

Laser pointers are not effective as they are not visible to on-line viewers. If you need to use a pointer, please use the laser pointer feature available in PowerPoint.

There is an overhead projector available as well, so you may present physical documents such as photos or photocopies.

Council and committee of the whole meetings are open to the public and are live-streamed and recorded on You Tube.