



City of Long Beach
Working Together to Serve

Memorandum

Date: December 19, 2019

To: Thomas B. Modica, Acting City Manager *T.M.*

From: Lea Eriksen, Director, Technology and Innovation Department *LEA*

For: Mayor and Members of the City Council

Subject: **Civic Center Chambers Presentations and Videos**

The new Civic Chambers' state-of-the-art technology provides the City an opportunity to update and improve its practices for presentations. Accordingly, the Technology and Innovation Department (TID) and Office of the City Clerk are working toward improving the quality of audio/video productions during City Council, Committee, and Commission meetings in the Civic Chambers. As a result, process and protocols for presentations have been developed. While most new Civic Chambers meetings have been conducted without incident, occasional problems arise during presentations that are mostly avoidable with proper planning, testing, and training. This memorandum provides best practices and protocols for presentations to ensure they are delivered in an optimal manner.

Orchestrating meetings in the Civic Chambers requires a team effort involving many interdependent activities, including, but not limited to:

- Managing audio/video controls;
- Activating presentation materials (such as PowerPoint presentations and videos);
- Switching the video screen inputs between agenda items, presentation materials, and voting;
- Managing live broadcast and web streaming controls;
- Real-time robotic camera control management; and,
- Management of the Granicus system (Crestron display and voting, functions, etc.).

Best Practices for Presentations in the Civic Chambers

Font Size: For the headers, use a 26-point font or larger. For the body of a presentation slide, use a 22-point font or larger.

Colors: Use darker colors for presentations. Specifically, avoid the colors red, yellow, and orange, as these colors do not broadcast well.

Closed Captions: These will display on the lower right third of the left video screen. Design your presentations accordingly.

Lines: The Civic Chambers display has visible lines between the screens. Plan around them by referencing the attachments.

Civic Chambers Presentation Protocol

Format: All presentations must be provided to City Clerk staff on a USB drive in an approved standard format (AVI, MOV, WMV, MP4, JPEG, PNG, PPT, PDF). All videos should be embedded within the presentation. The USB drive should be labeled with the name of the submitter, the file name(s) to be presented, and the agenda item number. The only files that should be included on the USB drive should be those that will be used at the meeting. This will ensure proper playback during the Council Chamber meeting.

TID does not accept links to files uploaded to YouTube, Vimeo, Dropbox, Google Drive, and social media sites, nor any CDs, DVDs, etc.

Deadlines: All presentations and videos are due to the City Clerk by **3:00 p.m.** on the day of the City Council meeting to ensure there is proper time for testing. For Committee and Commission meetings, the City Clerk should have the presentation/videos at least two hours before the start of the meeting. Audio/visual presentations from members of the public are not accepted for Council Chamber meetings during public comment.

Meeting Flow: The presenter is responsible for driving their presentation and navigating through their own slides. For videos, the presenter must verbally queue it by saying "roll video." TID provides the presenter the technology needed to click through the presentation and ensures that the presentations follow the agenda.

If an outside group or individual will be making a presentation to the City Council on your department's behalf, please provide them these guidelines so they can plan. The practices and protocols described in this memorandum are provided on sample slide decks attached (Attachment).

If you have any questions, please contact Video Communications Officer Dennis Hunter at (562) 570-1396.

Attachment

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
REBECCA GARNER, ACTING ASSISTANT CITY MANAGER
KEVIN JACKSON, DEPUTY CITY MANAGER
TERESA CHANDLER, INTERIM DEPUTY CITY MANAGER
ANDREW VIALPANDO, ACTING ADMINISTRATIVE DEPUTY TO THE CITY MANAGER
MONIQUE DE LA GARZA, CITY CLERK
DEPARTMENT HEADS

Civic Chambers Presentation Guidelines

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