



Information Systems

Sudbury, Massachusetts

Annual Town Meeting Guidelines for Electronic Presentation Materials

All submissions are considered to be working documents. Any supporting documents used during a presentation will become part of the Town of Sudbury's Public Record. Materials submitted but not used during Town Meeting will be deleted by the Technology Administrator. You may submit revised material *prior* to the presentation.

Name of Presentation:

Article Number:

Format:

Presenters Name:

Submitted By:

Telephone Number:

Email Address:

Other:

The following processes have been developed with the goal of facilitating computerized presentations at Town Meeting.

Format

Information presented in electronic format must be in one of the following formats:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Photo (JPEG)
- A .txt file

The Article number should be at the top of each page of your presentation.

Label

Name the file using the Article number and the Topic. The Technology Administrator will be placing a shortcut on the desktop using the same name. *Example: 5 - SPS Budget*

Media

CD-R, DVD, Flash Drive (**Must be given to the Technology Administrator no later than night of the presentation, before Town Meeting starts**) or Email (**Sent before 5:30 PM**)

Submittal

If you have submitted the form and uploaded your presentation via our web form, then your form and presentation have been submitted to the Technology Administrator for use at Town Meeting.

If you would like to submit your form and presentation in a paper/electronic format then the form and presentation can be sent to the office of the Town Technology Administrator via e-mail at infosystems@sudbury.ma.us or delivered directly to the Technology Administrator's office located on the first floor at the [Flynn Building](#) (278 Old Sudbury Road). The information may also be delivered to the Town Clerk's Office at the [Town Hall](#) (322 Concord Rd).

Once the Technology Administrator receives your form and presentation, it will be installed on the laptop that will be in place at Town Meeting, and it will be tested to ensure it opens properly.

Each submittal must provide contact information for the responsible party in the event any technical problems should arise.