



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## Council Meeting Presentation Request

Completed requests to make a public presentation must be received by 12:00 noon on the Wednesday immediately prior to the scheduled meeting. Presentations are a maximum of 5 minutes in duration.

Presentation Information	
Preferred Date of Presentation	
Name of Presenter(s)	
Organization Represented	
Topic	
Please List Specific Points/Concerns	
Action Being Requested of Council	
Are you providing any supporting documentation (ie: Powerpoint)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.	
Supporting documents may be e-mailed to <a href="mailto:Legislative.Assistants@rmwb.ca">Legislative.Assistants@rmwb.ca</a> .	

*As per Procedure Bylaw No. 14/025, a request to make a presentation may be referred or denied.*

## Contact Information

Contact Person:	
Mailing Address:	
Daytime Telephone Number:	
Alternate Telephone Number:	
E-mail Address:	

NOTE: All presentations are heard at a public meeting; therefore, the first page of this form, along with any supporting information, is added to the agenda, which is made available to the public and posted on the Municipality's website. The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to contact you regarding your request. If you have any questions regarding the collection or use of this information contact the Senior Legislative Officer, 7<sup>th</sup> Floor, Jubilee Centre, 9909 Franklin Avenue, T9H 2K4, or call (780) 743-7001.

### Presentation Guidelines for Powerpoint Users

- The Council Chamber is equipped with five 52" plasma screens that are viewable from different angles throughout the room. **Presentations must be developed in a Wide Screen format (16:9) and fonts must be a minimum of 24 pt.** (preferred font – Arial) to maximize viewing. Anything smaller than 24 pt. is difficult to read and the impact of the presentation may be lost. **As such, presentations not meeting minimum requirements will not be accepted.**
- The **front page** of the presentation should indicate the subject matter, and include the presenter's name, title and date of presentation.
- **Presentations** should be used as a tool to highlight information and support/prompt the presenter as opposed to telling the whole story.
- **Avoid using complicated backgrounds**, such as photos, as the slides can appear jumbled and be very difficult to read.

Completed forms should be submitted to the following:

Chief Legislative Officer  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4  
Fax: 780.743.7028  
E-mail: [Legislative.Assistants@rmwb.ca](mailto:Legislative.Assistants@rmwb.ca)