

## **RESOLUTION**

**Tredyffrin Township  
Chester County, Pennsylvania**

**2013-08**

### **ELECTRONIC PRESENTATION POLICY FOR KEENE HALL**

**BE IT RESOLVED**, that the Board of Supervisors of Tredyffrin Township hereby adopts the **Electronic Presentation Policy for Public Meetings in Keene Hall** as listed below, to become effective February 12, 2013:

1. Anyone planning to have a presentation displayed on the screens in Keene Hall must provide notice to the Township Staff no less than 24 hours prior to the planned meeting. This will provide for proper planning for the meeting schedule as well as allowing the Township Staff the time needed for setup and testing prior to the meeting.
2. **Presentations are required** to be sent via email to Township Staff no later than 9 a.m. on the day of the planned meeting. If this is not possible, then the presenter **must provide the presentation on a memory stick, CD or DVD, to staff no later than 9 a.m. the day of the planned meeting.**
3. Without such notice to Township Staff, there will be no method for displaying presentations on the screens in Keene Hall.
4. If needed, a laptop will be provided by the Township for public meetings (i.e. Board of Supervisors, Zoning Hearing Board, Planning Commission) for meeting participants' use for electronic presentations.

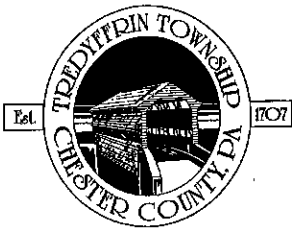
**RESOLVED** this 11<sup>th</sup> day of February, 2013.

**BOARD OF SUPERVISORS  
TREDYFFRIN TOWNSHIP**

  
Chairman

**ATTEST:**

  
Township Manager



# TREDYFFRIN TOWNSHIP

1100 Duportail Road, Berwyn PA 19312  
610-644-1400 610-993-9186 (FAX)

## PRESENTATION POLICY FOR KEENE HALL

Date and Time of Meeting \_\_\_\_\_

Meeting Type ☐ Board of Supervisors ☐ Planning Commission ☐ Zoning Hearing Board

Primary Contact Information (name, email, phone) \_\_\_\_\_

Group (if applicable) \_\_\_\_\_

### IN ORDER TO HAVE AN ELECTRONIC PRESENTATION IN KEENE HALL, THE PRESENTER MUST:

1. Provide notice to the Township Staff no less than 24 hours (business days) prior to the planned meeting. This will provide for proper planning for the meeting schedule as well as allowing the Township Staff the time needed for setup and testing the day of the meeting.

For example, for a Monday meeting, notification should be received by the Township on Friday. For a Thursday meeting, notification should be received by the Township on Wednesday.

2. Send presentation via email to Township Staff no later than 9 a.m. the day of the planned meeting. If this is not possible, then the presenter must provide the presentation on a memory stick, CD or DVD, to staff no later than 9 a.m. the day of the planned meeting.
3. In order to accommodate presenter testing of the equipment and the presentation, the presenter would need to come to the Township Building no later than 4 PM the day of the meeting for such testing.

**ITEMS TO CONSIDER:** Please be aware that the video projection system utilizes a standard VGA connector and the required laptop resolution setting is 1024x768. This will allow the presentation to be displayed properly on the projection screens.

A laptop can be provided by the Township upon request with advanced notice.

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**IF THE PRESENTER IS UNABLE TO COMPLY WITH THESE REQUIREMENTS, THEY WILL NOT BE PERMITTED TO DO A PRESENTATION IN THE TREDYFFRIN TOWNSHIP BUILDING.**