



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 ☐ Other

Describe Other_____

****Zoning Hearing Board does not permit Electronic Presentations***

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.

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