

# Design Review Board Applicant Presentation Specifications

This file should be designed specifically for on-screen, web delivered presentation. While there is no limit to the number of slides you can present you will have only 20 minutes to complete your presentation.

- During your presentation, you will have the option to either advance your own presentation or have the presentation advanced by a City of Seattle technologist on your audio cue, typically “next” or “next slide”
  - This can be discussed during a rehearsal
- Technologist will control all microphone muting
- File should be delivered as a non-password protected .PDF or Powerpoint
- All pages should be in landscape mode
- Avoid serifed type faces
- Avoid fonts below 10pt
- Avoid type heavy slides
- Avoid high contrast images
- All images should be down sampled to 72Dpi
- No videos
- No audio

## TIPS:

- Use a headset with microphone
- Have your computer on a wired connection
- Keep computer on AC power and not battery
- Mute your telephone(s)
- Practice delivering your presentation
- Have a clock or timer in sight to keep track of time
- While we will not be using cameras try to keep a smile on your face
- This is a 1:1 communications technology. In your mind picture a single individual that you are speaking to and not a crowd
- Avoid speaking too fast