



NEW HANOVER COUNTY

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Requirements for Presentations to the Board of County Commissioners or Planning Board

All meetings of the New Hanover County Board of Commissioners and New Hanover County Planning Board are televised live, gavel to gavel, on NHCTV and replayed on the channel and online at various times following the meetings.

In order to ensure that all electronic presentations are able to be displayed and recorded correctly, the following requirements apply:

Technical Requirements

- All electronic presentations must be created in the most current version of PowerPoint software using the 16:9 (widescreen) aspect ratio.
- All image files must be properly inserted into PowerPoint and not linked to a website or other source. Linked images may not be displayed.
- All video included must be submitted either as web link or as a separate file.
- Large, bold text and graphics are recommended for optimal viewing in person and on NHCTV.
- Individual Portable Document Files (PDF) and digital image files (JPEG, GIF, TIFF, BMP, PNG, RAW) may not be properly displayed. PowerPoint is the preferred method for presentation.
- All text, images and videos shall be appropriate for public viewing. NHC staff reserve the right to refuse presentations based on inappropriate content.

Submission Requirements

- All electronic presentations MUST be delivered via email to nhctv@nhcgov.com, or by other electronic delivery such as ftp or flash drive, no later than the 5 p.m. the business day prior to the respective meeting. For meetings scheduled on a Monday, the deadline is the previous Friday. For meetings scheduled on a Thursday, the deadline is Wednesday. Failure to submit in accordance with this schedule may prevent the presentation from being available for use during the meeting.
- For presentations to the Board of County Commissioners, electronic copies must also be emailed to Kym Crowell, Clerk to the Board, at kcrowell@nhcgov.com for inclusion in the official minutes of the Board of County Commissioners.
- For presentations to the Planning Board, electronic copies must also be emailed to Jackie Rowland, Administrative Specialist, at jwmsrowland@nhcgov.com for inclusion in the official minutes of the Planning Board.

If you have any questions about these requirements, please contact Brett Cottrell, Communications & Outreach Coordinator, at (910) 798-7449.

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