

Technical Considerations

1. **Outside laptops / computers are not permitted in Council Chamber.** A multi-media system is provided consisting of LCD projector, Plasma TVs and desktop display monitors for Mayor and Council. The Council Chamber operates on Vista operating system, Office 2007. Please note that if your presentation is saved in an older format than Office 2000 it will not work and you will be required to upgrade your presentation in order for it to function.
2. **If you have an electronic presentation (PowerPoint, etc), it must be compatible with Office 2007.** You will be asked to provide an electronic version of your presentation in advance of your delegation date, presentation materials will be pre-loaded in Council Chamber (or applicable sub-committee meeting room).
3. **The City of Surrey distributes electronic council packages using a specialized agenda program on iPADS.** If you wish to have supplemental information included in the iPad package (i.e., PowerPoint, detailed backgrounder on what you will be covering), the file must be no larger than 15 MB. If the file is too large for emailing, **please compress and flatten** - acceptable file size for iPad uploads is no more than 15 MB.