



CALVERT COUNTY BOARD OF APPEALS

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Digital Media Presentation Requirements

For Applicants or Agents Presenting at Calvert County Board of Appeals Hearings

The following procedures are required for use of the Calvert County Government presentation equipment.

Digital presentations must be in PowerPoint software. Presentations are viewed on wide-screen monitors and in full-screen format. PowerPoint presentations must be designed as follows to ensure compatibility and legibility.

PowerPoint Page Setup: On-screen Show (16:9); or 10 inches wide by 5.63 inches tall
(PowerPoint templates are available through Board of Appeals staff.)

Formatting Notes:

- Slides must be numbered.
- The body text must be sized to at least 28 points.
- Use contrasting colors for the background and the text. For example, use white text on dark backgrounds or dark text on light backgrounds.
- Avoid text effects such as shadow font, all caps, etc.
- Each slide should have no more than six lines of text and no more than six words per line. Large blocks of text will not be legible on screen.
- Allow for plenty of margin space.
- Pictures should cover at least one third of the PowerPoint screen.

File Transfer:

- **E-mail** – Presentations less than 15 MB may be e-mailed to Board of Appeals staff. **DO NOT E-MAIL A PDF FILE** – e-mail the PowerPoint and include in the subject field “PowerPoint Presentation for (give date and BOA Case No.)” in the memo field.
- **Serv-U** – Presentations larger than 15 MB must be sent through the Calvert County Government Serv-U system. In order to upload files to this system the applicant/agent must contact Board of Appeals staff and request to present. The applicant/agent will then be sent a link to upload the PowerPoint presentation.

All presentations must be provided to Board of Appeals staff at least 1 week prior to the assigned hearing date. **All presentations must be tested by the Wednesday prior to your presentation day.** You can request that Board of Appeals staff test for you; otherwise, please call our Media Specialist at 410-535-1600, ext. 2612, one week prior to your hearing to schedule a date and time to test your presentation on our equipment. If you do not arrange to have your presentation tested prior to the hearing date your presentation may be denied.