Small Business Commission Presenter Guidelines

Legislative Presentations:
• Please prepare an oral presentation of 5-10 minutes*, depending on the complexity of the legislation.
• Please use a PowerPoint presentation and/or provide handouts if there are complex tables or charts, or if the information would be best conveyed with some sort of visual aid.

Informational Presentations:
• Please prepare an oral presentation of 5-15* minutes, depending on the complexity of the topic and material.
• Please use a PowerPoint presentation and/or provide handouts if there are complex tables or charts, or if the information would be best conveyed with some sort of visual aid.

Hearing Room Procedures:
• Room 400 has two TVs that show the live stream of the meeting. Commissioners have small individual displays at their seats. Materials displayed on the laptop (such as PowerPoint presentations) or document viewer (such as a hard copy map) will be broadcast over SFGovTV.
• A public laptop is available at the lectern. Please bring your PowerPoint or other electronic materials on a USB drive so that they may be easily loaded onto the public laptop.
• Alternatively, there is a document viewer that displays hard copy documents and images.
• Please bring copies of your materials and send an electronic version to sbc@sfgov.org within 24 hours after the meeting.
  o 1 for the Commission to retain in its official meeting record
  o 8 for the Commissioners + Executive Director
  o 1+ for members of the public
• Please place copies on the table or railing to the right of the lectern before the meeting or before your agenda item begins. The Commission Secretary will distribute them to Commissioners.

If you have any questions or concerns about the guidelines or procedures above, or if your presentation requires some adaptation, do not hesitate to contact the Commission Secretary at 415-554-6408.

*The Commission Secretary may provide guidance on timing.