



NEW HANOVER COUNTY

PLANNING & INSPECTIONS DEPARTMENT

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Guidelines 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 that channel at various times following the meeting.

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

Technical Requirements

- All electronic presentations must be created in the most current version of PowerPoint software using the 16:9 (widescreen) aspect ratio. *Note: Open a new PowerPoint file and click "sample templates" then double click "widescreen presentation".*
- All image files must be properly inserted into PowerPoint.
- Individual Portable Document Files (PDF) and digital image files (JPEG, GIF, TIFF, BMP, PNG, RAW) will not be displayed.

Submission Requirements

- All electronic presentations must be delivered via email to nhctv@nhcgov.com or by other electronic device such as flash drive, or CD-ROM NO later than the day prior to the respective meeting. For meetings scheduled for a Monday, the deadline is the previous Friday. For meetings scheduled for a Thursday, the deadline is the previous Wednesday.
- For presentations to the Planning Board, electronic copies must also be emailed to jwmsrowland@nhcgov.com for inclusion in the official minutes of the Planning Board.
- For presentations to the Board of County Commissioners, electronic copies must also be emailed to telmore@nhcgov.com for inclusion in the official minutes of the Board of County Commissioners.

If you have any questions about these requirements,
please contact Planning and Inspections Department Staff at (910) 798-7165.