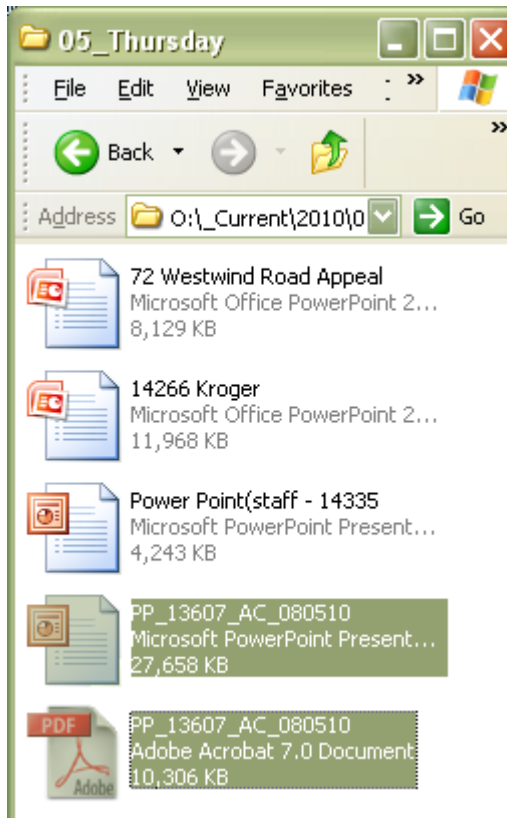


REQUESTS FOR PRESENTATIONS TO BE SHOWN AT THE OLD JAIL PODIUM COMPUTER:

All PowerPoints and PDFs that are larger than 10MB are requested two business days before the hearings on CD R media if possible.

PowerPoints that are under 10 MB can be e-mailed to lee.wells@louisvilleky.gov Lee will transfer them to the podium, and they should be ready to run upon your arrival. It would be preferred (for backup) that you also have a CD R with you on the day of the hearing, in the event of possible computer malfunction, Lee not being available etc.

To make it easier for presentations to be under the 10 MB limit PowerPoints can also be converted to Adobe Acrobat files which frequently shrink them to under 10 MB so they can be e-mailed. However as you can see from the two files shown below this is not always the case.



As can be seen the Adobe document is still just a little too big to be e-mailed, but it would still load faster and be more reliable to load since it has been converted to a nonproprietary format.

If you have a printed document or hardcopy drawing that needs conversion to a PDF please call Lee Wells at (502) 574-8206. Lee will NEED A TWO WEEK NOTICE to convert printed material to presentations.

IMPORTANT:

Any software, hardware (laptops), or other computer equipment that needs access to the Planning & Design Services video projector (other than PDFs and Microsoft Office PowerPoints on Read only CDs) NEEDS A TWO WEEK NOTICE to assure you (the presenter) that we can connect to your equipment and run your program as designed.

This information includes Flash Drives, Read Write CDs and DVDs, if you are unsure of your computer media call the number above. This is for your protection. A 45 minute DVD presentation that has no sound will probably not have the desired impact. If these time limits are unacceptable, we will try and accommodate, but we can not guarantee our results.

OUR COMPUTER SYSTEM:

Louisville Metro Government is currently (August 2010) running Windows XP Service Pack 2, Windows Office 2003. We can also run PowerPoint 2007 presentations and all versions of PDFs. Use of any other software requires TWO WEEK NOTICE. **FLASH DRIVES DO NOT ALWAYS WORK ON OUR PODIUM COMPUTER. THEY MAY TRY TO LOAD MODIFICATIONS TO THE OPERATING SYSTEM WHICH OUR INFORMATION TECHNOLOGY DEPARTMENT DOES NOT ALLOW! THEY MAY ALSO DISABLE USB PORTS HENCE OUR MOUSE AND KEYBOARD MAY BECOME UNUSEABLE!**