GUIDELINES FOR PRESENTERS EXTERNAL TO PJM

Agenda Additions and Posting Timelines

Stakeholders wishing to present during a PJM stakeholder committee or group meeting will need to follow the required timelines for requesting an agenda item and posting corresponding materials. Please reference the following sections of Manual 34: PJM Stakeholder Process:

- Section 2, Definitions – Complete and Timely Notice

- Section 9.2, Agendas – Rules of Procedure for Senior PJM Committees (Members and Markets & Reliability Committees)

- Section 11.2, Agendas – Additional Rules of Procedure

Presenter names should be provided to the Facilitator/Chair and Secretary of the stakeholder committee or group for inclusion on the agenda. The presenter names should be provided in a timely manner to identify the individuals ahead of the agenda posting.

Developing Materials for Presenting

Stakeholders wishing to present during a PJM stakeholder committee or group should adhere to the following guidelines when developing their materials for presenting:

- Presentations shall include a title slide including the name of the presenter(s), the name or logo of their organization, the meeting name, and the meeting date.

- Presentations shall include contact information for the presenter(s), subject matter experts, and/or other supporting individuals that stakeholders may reach out to in the event that they have follow up questions or wish to collaborate.

- The presentation slides should be landscape orientation and set to Widescreen (16:9) for size.

- Use common Microsoft or sans-serif fonts for easier reading. It is recommended that text should never fall below 18 point on a presentation.

- Slide numbers should be included on each slide to assist with slide advancement and transitions.

- In consideration of those with color blindness, follow these tips in creating charts or graphics:

  o Choose colors with contrast, for example, use a dark color with a light color in two-color charts.

  o Avoid the use of red and green and replace red with magenta.

  o You can also choose monochromatic palettes. Color blindness does not impact the ability to see different shades.

  o Label objects directly rather than using a color legend.

- The inclusion of speaker notes is not recommended and risk the potential of being displayed to attendees on Webex.

- The use of PowerPoint animations are not recommended. If there animation in PowerPoint is required, please notify the Facilitator/Chair and Secretary so they may coordinate an approach with PJM's Audio Visual team.

- If your presentation includes audio, video or links to additional content, please notify the Facilitator/Chair and Secretary so they may assist in coordination with PJM's Audio Visual team in advance of the meeting.

- Presentations shall be provided in their native file format (e.g. PowerPoint) to ensure appropriate audio-visual display during the meeting.

- Presentations and corresponding materials will be posted in PDF format to the committee or group's webpage on PJM.com.