



## JCOTS Presentation & Meeting Materials Policy

- ◆ All presenters shall provide an electronic copy, via email, of any presentation, handout, or other document distributed at a JCOTS meeting. The document should be emailed to [jcots@dls.virginia.gov](mailto:jcots@dls.virginia.gov).
  - ◆ If a presenter would like for JCOTS staff to make copies of any presentations, handouts, or other documents to be included in the JCOTS' members meeting packets and for distribution to the public, the presenter shall email the electronic copy at least **two business days** prior to the meeting.
  - ◆ If the presenter cannot provide an electronic copy of the presentation, handout of other document at least two business days in advance for copying, or chooses to bring his own copies to the meeting, a sufficient number of copies must be brought for both the members and the public in attendance at the meeting.
  - ◆ If the presenter plans on using a PowerPoint presentation during the meeting, he shall notify JCOTS staff at least one week prior to the meeting. The presenter shall email the presentation to JCOTS staff in advance of the meeting (if a copy has not already been provided two days in advance for copying) to be loaded onto the computer in the meeting room. The presenter should also bring a back-up copy of the presentation to the meeting.
  - ◆ All presentations, handouts, and other documents distributed at JCOTS meetings are public records pursuant to the Virginia Freedom of Information Act, and will be posted on the JCOTS website as meeting materials. Please do not include any information in such records that is confidential, proprietary, or that you do not otherwise want to be made available to the public.
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