JCOTS
JOINT COMMISSION ON TECHNOLOGY & SCIENCE

JCOTS Presentation & Meeting Materials Policy

- 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 the Executive Director, Jodi Kuhn: jkuhn@jcots.virginia.gov at least two business days prior to the meeting.

- If the presenter cannot provide an electronic copy of the presentation, handout, or other document at least two business days in advance for copying or chooses to bring their 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 slides during the meeting, they 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.

- 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 are confidential, proprietary, or that you do not otherwise want to be made available to the public.

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