

# SLIDE DECK PRODUCTION PROCESS

ACTION BY AUTHOR	Description
<b>DEVELOP DRAFT PRESENTATION</b>	Choose the appropriate presentation template (PowerPoint) from the Boston MPO intranet ( <a href="https://intranet.bostonmpo.org/presentations">https://intranet.bostonmpo.org/presentations</a> ) and create your presentation.
<b>SEND POWERPOINT TO GRAPHICS</b>	Email PowerPoint to ALL Graphics staff ( <a href="mailto:graphics@ctps.org">graphics@ctps.org</a> ). Graphics will review the presentation, checking for inconsistencies and quality (resolution) of images, adding images where applicable, and suggesting transition and layout improvements. Then Graphics will return the presentation to the author.
<b>ADDRESS GRAPHICS' SUGGESTIONS</b>	Review Graphics' suggestions or changes. Send the PowerPoint back to Graphics as needed for additional corrections or changes.
<b>SEND POWERPOINT TO EDITORIAL</b>	Email PowerPoint to ALL Editorial staff ( <a href="mailto:editorial@ctps.org">editorial@ctps.org</a> ). Editorial will review the presentation, checking for typos, spelling, grammar, syntax, and proper use of acronyms. Then Editorial will return the presentation to the author.
<b>ADDRESS EDITORIAL'S CHANGES</b>	Review Editorial's suggestions and changes. If needed, return the PowerPoint back to Editorial for additional corrections or changes until the presentation is final.
<b>SEND POWER-POINT FOR COMPILATION</b>	Send finalized PowerPoint to MPO Activities' Administrative Coordinator for compiling into the composite meeting slide deck at the latest by the day before the meeting.