

Community Awareness Briefing (CAB) – Presentation Best Practices

- Ensure the venue of the CAB presentation has both audio and visual capabilities (might require taking speakers and/or projector).
- The CAB presentation has images where the videos should be (slides 4, 9, 15 and 20). Delete the images and insert video (Insert -> Video -> Movie from File...). Center and size the video on the slide for presentation.
- When possible, present the CAB off your agency's laptop.
- If you are presenting off of another organization's computer, put the CAB and videos on a CD and/or thumb drive. To ensure the videos play correctly, copy/paste the CAB and videos on the computer's desktop. Delete images and insert videos as mentioned above. Delete from organization's computer at the conclusion of the presentation.
- After inserting the videos into the CAB for a presentation, play through to ensure proper playback.
- The CAB with videos inserted is a large file. However, depending on the computer's capabilities and the version of Microsoft PowerPoint being used, the CAB can be assembled and transferred to another computer in its entirety. As mentioned above, play through the videos to ensure proper playback.