

From: Bryna Helfer
Sent: Wednesday, February 20, 2019 3:37 PM EST
To: Ruff, Emi <emiruff@amazon.com>
CC: Kerr, Jill <jillkerr@amazon.com>; Jeremy Carpel <jcarpel@arlingtonva.us>
Subject: RE: Amazon Powerpoint for Tomorrow

We can have Jill join us in the back to help cue up the video-no problem.
If you can send the slides to me—that would be great—I will drop them into a larger file.
And, Jeremy can give you tips on font, sizing. MANY THANKS

Bryna Helfer
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Please note that any email sent to/from Arlington County email addresses may be subject to disclosure under the Freedom of Information Act (FOIA)

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Thank you Bryna, and great to e-meet you Jeremy!

I should be able to send it out over email because it's under 25MB, but barring that I can get it out to you all on a Flash Drive tomorrow. For the video, it's hosted on YouTube from our public channel and is embedded into the PowerPoint, so as long as the laptop that it's running off is connected to the internet, it won't need to be separately connected.

Jeremy, the two questions I have are:

1. What's the advancement method for the slides? I'm not sure that the video will play through just a simple clicker, so it would be great if there is someone who's manually controlling the slides as a back-up who can just hit play on the presentation.
2. For fonts – Do you have any guidance on how to handle custom fonts with the computer set-up that you have?

Thanks!
Emi

From: Bryna Helfer <bhelfer@arlingtonva.us>
Sent: Wednesday, February 20, 2019 3:27 PM
To: Ruff, Emi <emiruff@amazon.com>
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Subject: RE: Amazon Powerpoint for Tomorrow

THANKS!
adding Jeremy---
Any chance we might get it on FLASH drive—early in the day? If it's too big to send? OR —maybe send the SLIDES tonight—via email? And BRING the video on a flash drive? Does that work?
THANKS

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From: Ruff, Emi [mailto:emiruff@amazon.com]
Sent: Wednesday, February 20, 2019 3:18 PM
To: Bryna Helfer <bhelfer@arlingtonva.us>
Cc: Kerr, Jill <jillkerr@amazon.com>
Subject: Amazon Powerpoint for Tomorrow

Hi Bryna,

I'm Andrea's Executive Assistant and I've been running point on putting our deck together for the meeting tomorrow. We're finalizing

it today (this snow day has slowed us down a bit), and I wanted to check in about the logistics for the PowerPoint tomorrow in terms of fonts and a video that we have included in ours. Is there someone from the A/V side that I could check in with quickly, or are you the best point of contact?

Thanks again for all of your help putting this together!

Emi

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