From: Ruff, Emi <emiruff@amazon.com>
Sent: Wednesday, February 20, 2019 5:37 PM EST
To: Jeremy Carpel <jcarpel@arlingtonva.us>; Bryna Helfer <bhelfer@arlingtonva.us>; Kenneth Darby <kdarby2@gmu.edu>
CC: Kerr, Jill <jillkerr@amazon.com>
Subject: RE: Amazon Powerpoint for Tomorrow

Hi Jeremy!

Just sent you the slides off-thread due to attachment issues.

To simplify the fonts, I just switched everything over to Tahoma, which is a standard font and should remove that headache. I also swapped our slide master over to a 16:9 aspect ratio, but let me know if it goes back to standard and I can reformat it.

I'm working on getting a copy of the video as well.

Jill and I will both be over there by 5 PM tomorrow to finalize.

Thanks again for all of your work getting this together, and see you tomorrow!

Cheers,
Emi

From: Jeremy Carpel <jcarpel@arlingtonva.us>
Sent: Wednesday, February 20, 2019 3:58 PM
To: Bryna Helfer <bhelfer@arlingtonva.us>; Ruff, Emi <emiruff@amazon.com>; Kenneth Darby <kdarby2@gmu.edu>
Cc: Kerr, Jill <jillkerr@amazon.com>
Subject: RE: Amazon Powerpoint for Tomorrow

Hi Emi,

Nice to e-meet you too. If you could send us the video file too (not just the web link) that would be preferable incase there are connection issues or problems with PowerPoint. I imagine it is a large file so if you could send the video via dropbox I can capture it that way as well. Our dropbox account is atv2100@gmail.com. The other questions need to be fielded by Kenny since we are running the presentation off of GMU's machine. What I have done in the past to circumvent the custom font issue is export each slide as a .jpg or .png and then recreate the PowerPoint with those images (this of course makes the slides uneditable). Otherwise Kenny would have to confirm that he has those fonts loaded on his machine. We are hoping to have the presentation in a 16:9 ratio. Let me know if there are any other questions I can help with.

From: Bryna Helfer
Sent: Wednesday, February 20, 2019 3:38 PM
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
Assistant County Manager
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Arlington County, Virginia
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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)

From: Ruff, Emi [mailto:emiruff@amazon.com]
Sent: Wednesday, February 20, 2019 3:36 PM
To: Bryna Helfer <bhelfer@arlingtonva.us>
Cc: Kerr, Jill <jillkerr@amazon.com>; Jeremy Carpel <jcarpel@arlingtonva.us>
Subject: RE: Amazon Powerpoint for Tomorrow

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>
Cc: Kerr, Jill <jillkerr@amazon.com>; Jeremy Carpel <jcarpel@arlingtonva.us>
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

Bryna Helfer
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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

Emi Ruff **|** Executive Assistant, Public Policy **|** Amazon
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