

122nd Diocesan Convention
Episcopal Diocese of Colorado
October 1-3, 2009
Pueblo, Colorado

Guidelines for Submissions to Convention

General Criteria Per the *Rules of Convention*, all materials distributed within the Convention venue must be approved by the Secretary of Convention.
There will be no leafleting of the seating areas at any time.

Submission Format Each submission must be provided in three forms to the Secretary of Convention.

1. 8½”x11” electronic* and/or 650 hard copies. All text must be 12pt or larger.
2. Portable Data Format (PDF) file of the above, if submitted in another format.
3. Large Print electronic* and/or 20 hard copies. *See below.*

Large Print In an effort to make all materials accessible to visually-impaired members of the Convention, printed materials will be made available upon request in Large Print format. This is a recent requirement, which will continue to evolve with experience.

The general guidance for editing text-based materials follows:

1. Rotate the document to 11”x8½” landscape mode.
2. Reduce the margins to maximize the print area.
3. Increase all text to at least 18pt.
4. Pages will be printed double-sided with staples along the top (long) edge.

For image-based 5½”x8½” pamphlets and the like, it will be sufficient to increase each page to 8½”x11” with ¾” margins or less. Similarly, 8½”x11” sheets may be enlarged to 11”x17”; please fold them in half for easier handling.

Electronic Format All submissions will become part of the *Journal of Convention* and may also be uploaded to the Diocesan Convention pages of the Diocesan web site. They must therefore be available in Portable Data Format (PDF), which thus allows the use of color images and addresses those cases where the Large Print requirement is not sufficient to meet specific needs.

Nominations for Elective Positions The *Rules of Convention* require each nominee to provide a photograph and a biography to the Secretary of Convention for distribution to the Convention. Please provide these materials to the Secretary not later than 4:30pm Thursday, October 1st to allow time for the production of election materials in a consistent format for members of the Convention.

* Portable Data Format (PDF), Rich Text Format (RTF), MS Word/Excel, or Word Perfect.
Digital photographs may be submitted in JPEG, GIF, or TIFF format.