

Presentation to: [Insert Committee] Meeting Date: [Insert date]

**SUBJECT**: [Title]

**PREPARED BY:** [Insert author of presentation and their extension]

## **RECOMMENDATION:**

**1.** Click or tap here to enter text.

## **Instructions:**

1. Please use the PowerPoint Presentation Cover page to input the Committee name, Meeting date, Subject, Prepared by and the Recommendation (s).

- 2. Please use the BMFT Powerpoint Presentation template for your presentation.
  This can be accessed here:
  <a href="http://checkmark.markham.ca/workplace-services/Pages/Communications/BMFT-PowerPoint-Presentation-Template-Instructions.aspx">http://checkmark.markham.ca/workplace-services/Pages/Communications/BMFT-PowerPoint-Presentation-Template-Instructions.aspx</a>
- 3. Once the presentation is completed, please attach the PowerPoint as a supporting document and start the workflow process.