

Santa Rosa County BOCC Digital Presentation Policy and Digital Content Submission Agreement

PRESENTATION POLICY

In an effort to ensure that presentations are conducted as professionally, securely, legally and as efficiently as possible, the Santa Rosa Board of County Commissioners hereby stipulates the following Presentation Policy:

- 1) Electronic format for documents to be included in any presentation will be in Adobe Portable Document Reader Format (PDF) or Microsoft PowerPoint (PPT) ONLY. This is to ensure that the format is compatible with our existing software and that licensing agreements are not breached.
- 2) Any video presentation must be compatible with VLC media player
- 3) Any digital content that is to be included with any presentation MUST be submitted TWO (2) working days before the meeting. This is to ensure that the file(s) and contents can be included in the agenda before finalization and that contents can be reviewed before public display.
- 4) Any content submission to the agenda must abide by the Santa Rosa Board of County Commissioners' Content Submission Agreement.

CONTENT SUBMISSION AGREEMENT

As a condition of submitting a digital document or other content to Santa Rosa Board of County Commissioners, you must agree to the Santa Rosa County BOCC Content Submission Agreement. That agreement requires, among other things, that you represent and warrant that your content does not infringe any third-party copyrights, and that you grant Santa Rosa County BOCC a license to use your content. You must also provide and maintain a valid email address or phone number so that the Santa Rosa County BOCC may contact you, if necessary, to discuss your content. Failure to provide and maintain a valid email address or phone number may result in the rejection or removal of your content from submission.

CONTENT SUBMISSION AGREEMENT

Your Representation and Warranty; Indemnity - By submitting content, you represent and warrant that you own the proprietary rights, including but not limited to the copyrights, to that content, and that the reproduction, public display and performance, distribution and preparation of derivative works of that content, by the Santa Rosa County BOCC or others, will not infringe any third-party rights or any applicable law. You agree to defend, indemnify and hold harmless the Santa Rosa Board of County Commissioners present and former commissioners, officers, employees, agents and other representatives from and against any and all claims, demands or proceedings (including but not limited to legal costs and fees) in the event of your breach of this representation and warranty.

Your License to the Santa Rosa Board of County Commissioners -

By submitting content, you hereby grant to the Santa Rosa County BOCC a nonexclusive, perpetual, transferable, sublicensable, royalty-free, irrevocable, worldwide license to reproduce, prepare derivative works of, distribute, and publicly display and perform that content for any purpose and in all media now known or hereinafter created, including without limitation by making that content available for downloading by third parties or by incorporating all or part of that content into other materials. You hereby irrevocably waive any claim based on moral rights, if any, in that content.

Santa Rosa Board of County Commissioners Discretion in Accepting/Rejecting Content -

The Santa Rosa County BOCC reserves the right to, in its sole discretion, accept or reject any content submitted for publication, without notice or liability to you or to any third party.