MIAMIBEACH

Exhibit "B"

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139

OFFICE OF THE CITY CLERK
Rafael E. Granado, City Clerk
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TO: Prospective Candidates for Commission Group II

FROM: Rafael E. Granado, City Clerk

DATE: August 22, 2022

SUBJECT: **SAVE THE DATES – MBTV CANDIDATE PRESENTATION REHEARSAL AND LIVE VIDEO RECORDING SCHEDULES**

On September 14, 2022, the Miami Beach City Commission will be requested to authorize the Administration to video-record and air on MBTV the Group II Commission Candidate Video Presentations for the November 8, 2022 City of Miami Beach Special Election to fill the vacancy in City Commission Group II.

SAVE THE DATES

Candidate Video Presentation Rehearsal Schedule A *one-hour* rehearsal session will be offered to each candidate on **September 15, 2022**.

Candidate Video Presentation Live Video Recording Schedule – The live video recording of the candidate's *five-minute* presentation will occur on **September 19, 2022**.

Finalization of Schedule – The rehearsal and video recording schedules will be finalized after the conclusion of the City's Qualifying Period. Each qualified candidate will be sent an email requesting confirmation of their attendance at the Candidate Video Presentation rehearsal and live video recording session, along with a copy of the Presentation Guidelines and their rehearsal/video recording designated time slots.

It is the sole responsibility of the candidate to make sure they are available when it is their time to rehearse and/or live video record. The assigned date and time cannot be changed, and as such, any candidate who misses their assigned time slot will forfeit their opportunity.

Teleprompter Use – A candidate that wishes to use the City's teleprompter must provide their script at the time of each recording session as a Microsoft Word document saved on a USB flash drive in **"Rich Text Format."** The Office of Marketing and Communications will not retain speech copies.

Candidates may practice delivering their speeches using the teleprompter application by downloading a free 10-day trial version at:

https://ikancorp.com/shop/teleprompters/teleprompter-software-apps/ikan-prompterpro-4-prompterpro-4-teleprompting-software-for-pc-mac/

Once on the webpage, scroll down to "10 Day Trial" and press the link. The Code to activate the 10-day trial is: **prompterpro4_trial**

Assistance – Candidates are highly encouraged to bring a person to assist them with the teleprompter and any personal needs (makeup, hair, etc.) they may have.

If you have any questions, please feel free to contact me at 305.673.7411.