



P&D is here to facilitate the creation of a multimedia presentation that suits your specific needs. Please call P&D with any questions or to schedule a consultation.

202.358.0630 http://pd.hq.nasa.gov







At the outset of the planning process for a multimedia presentation, you should schedule an initial consultation with P&D. The average multimedia presentation requires about 10-15 business days for completion. The exact amount of time required varies depending on the size and complexity of the project and overall presentation needs. Content provided by the customer should include a detailed outline (flowchart) along with the text for the presentation (in electronic form—in Word 6.0 or higher, as well as hard copy). In addition, any specific audio, video, or graphic images (in separate electronic format) for the presentation should be submitted.

Providing P&D with complete, organized, and pre-approved material in a timely fashion will cut costs and production turn-around time. Additional information required by P&D includes the objectives/purpose/goals, audience, dates, the type of system on which the multimedia presentation will be given, and whether your product will be produced in other media forms (brochures, posters, displays).

Software/Hardware Requirements

As early in the process as possible, you should discuss your hardware/software requirements with the User Support Center and the P&D staff. Knowing the type of software and equipment required, and the amount of memory needed for the presentation, will streamline the process of producing the presentation and enable you to communicate your ideas in a professional and well-organized manner.