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**ECOS Speaker Guidelines**

The following guidelines apply to speakers and moderators of the ECOS 2021 Spring Meeting, *Navigating Change*. These guidelines were derived from attendee feedback and experience from many years of meetings but have been adapted to better fit the new virtual format during the pandemic. They are designed to provide the most valuable experience for all.

* ECOS will hold coordinating calls for speakers prior to the meeting in order to set discussion topics and flow and test access to the Zoom platform.
* ECOS encourages an atmosphere of discussion versus a series of lengthy presentations.
* Roundtables, dialogues, and open discussions will include ample time for attendee participation.
* Given the virtual format, please consider these suggestions for effective
* We welcome the use of PowerPoint® but encourage presenters to emphasize graphics and key words over text-heavy slides. Please send these to your session lead by **March 9**.
* ECOS will post links to documents speakers may reference so that attendees can easily access them. Please send these to your session lead by **March 9**.
* Panels will be set up to display all speakers’ faces. Speakers should avoid positioning themselves in front of windows or bright lights while on camera.
* Feel free to pose questions of other speakers in order to stimulate discussion.
* Please consider these tips for virtual speaking:
	+ Increase use of the word “you” to help the virtual experience feel personal
	+ Try remaining standing, if your setup allows, to increase overall energy
	+ Position your camera at eye level or just above for optimal “eye contact”
	+ Keep content concise to combat Zoom fatigue
* The meeting is open to the press.
* No formal record or report is generated by ECOS from the meeting, but light meeting notes will be taken.
* The dress code is business casual or state shirts.

Again, thank you for helping to make our meeting a success. We appreciate your participation and your enthusiasm for sharing your expertise.