ECOS Speaker Guidelines

The following guidelines apply to speakers and moderators for the 2023 ECOS Spring Meeting, *Building Bipartisan Solutions*. These guidelines have been adapted from previous ECOS meetings to ensure a valuable experience for all.

Making Your Session Engaging
- ECOS encourages an atmosphere of open discussion versus a series of lengthy presentations. At least one-third of the time in each roundtable will be set aside for open discussion among all attendees. To help with this, ECOS staff will hold up time cards during each session for panelists' awareness.
- Sessions will consist of one moderator and 2-4 panelists. Moderators in some cases will also serve as presenters, and will kick off discussion with questions (no opening remarks from panelists).
- Speakers and moderators are welcome to use PowerPoint, but please emphasize graphics and key words, and refrain from using text-heavy slides. If appropriate, videos may be used.
- Feel free to pose questions of other speakers in order to stimulate discussion. You may send these to your ECOS staff session lead ahead of the meeting if you'd like other participants to prepare.
- Limit cell phone or iPad/tablet use on the stage (turn them off if possible).
- Leave your mic on even when not speaking (the AV table will adjust levels as needed).

Action Items
- **March 22**: Please send to your ECOS staff session lead any PowerPoints or videos to be projected or materials to be posted.
- ECOS will post links for relevant materials to the [2023 ECOS Spring Meeting webpage](#) so that attendees can easily access them.

About the Spring Meeting
- 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 on March 27 and business on March 28-30.

Thank you for helping to make our meeting a success. We appreciate your participation and your enthusiasm for bringing forward your expertise.