

ECOS Speaker Guidelines

The following guidelines apply to speakers and moderators at ECOS Meetings. 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. Toward that end, at least one-third of the time in each roundtable will be set aside for Q&A and open discussion among all attendees.
- Roundtables will consist of one moderator and up to 4 presenters. 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.

Action Items

- Please send to your ECOS staff session lead any PowerPoints or videos, as well as any related documents.
- After the session, ECOS will post links to all of these materials to the event webpage on ecos.org so that attendees can easily access them.

About the 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.

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