



E C O S

ECOS Speaker Guidelines

The following guidelines apply to panelists, speakers, and moderators of sessions at ECOS Meetings. These guidelines are derived from attendee feedback and experience from many years of ECOS meetings. Their implementation will provide the most valuable experience for all.

- ECOS encourages an atmosphere of discussion versus a series of lengthy presentations.
- In the interest of promoting interaction, we will forgo opening remarks and start each panel or roundtable with moderator questions.
- Generally, panels and roundtables will not have more than five speakers, allowing ample time for attendee participation.
- Use PowerPoint slides if you feel they will add to your presentation and forgo the use of text-heavy slides. If you do choose to use slides:
 - Start with a slide that includes the final title of your presentation, your name(s) and affiliation(s); and
 - Use high-quality graphics and tables and avoid low-resolution photos and complicated animation; and
 - If embedding video in your slides, please share the video file with the ECOS staff supporting your session (.ppt/.pptx files are preferred over .pdf).
- ECOS is pleased to post links to documents speakers may reference or want to provide so that attendees can download them. Please send these to the ECOS staff member designated for your session by two weeks prior to the meeting start date.
- ECOS will organize a coordinating call for each roundtable speaker and its moderator approximately two weeks prior to the meeting in order to set discussion topics and flow.
- At plenary sessions during the meeting, speakers will be seated talk show-style in a semicircle, in office chairs, on a riser. Speakers will have handheld microphones.
- Please feel free to pose questions of other speakers in order to stimulate discussion. In addition, moderators should have a few questions in mind to get discussion going.
- The meeting is open to the press unless it is designated in the agenda as closed.
- No formal record or report is generated by ECOS from the meeting.

Again, thank you for making our meeting a success. We thank you for your participation expertise.