

January 29, 2015



THE
ENVIRONMENTAL
COUNCIL OF
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Dear Speakers at ECOS' 2016 Spring Meeting,

We are working diligently to design a compelling, organized, and exciting meeting in Nashville, Tennessee. To ensure that our discussions are as fruitful as possible, ECOS has developed the following guidelines for panelists, speakers, and moderators. 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 right off with moderator questions.
- Generally, panels and roundtables will not have more than four speakers, allowing ample time for attendee participation.
- Also in the interest of promoting dialogue, we forgo PowerPoint® other than a single slide or two used for illustrative purposes (i.e., a compelling photo or a graphic such as a comparative map or chart). Text or charts in projected material should be of sufficient size to allow attendees to see them well. Any visuals should be provided to the ECOS staff member designated for your session by March 31.
- 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 March 31.
- ECOS will organize a coordinating call for each panel, roundtable, and its moderator, no later than two weeks prior to the meeting in order to set discussion topics and flow. Notes of these preparatory calls will be shared by ECOS staff with the panel to provide a point of reference.
- At the meeting, speakers will be seated talk show-style in a semi-circle, in office chairs, on a riser. Speakers will have shared handheld or lavalier 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 and for bringing your expertise forward.

Best regards,

Martha Rudolph
ECOS President
Director of Environmental Programs
Colorado Department of Public Health and the Environment