



THE
ENVIRONMENTAL
COUNCIL OF
THE STATES

50 F Street, N.W.
Suite 350
Washington, D.C. 20001

Tel: (202) 266-4920
Email: ecos@ecos.org
Web: www.ecos.org

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Commissioner, Minnesota
Pollution Control Agency
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Alexandra Dapolito Dunn
General Counsel

June 19, 2017

Dear Speakers at ECOS' 2017 STEP Meeting:

We are working to design a compelling, organized, and exciting meeting in Washington, DC. To ensure that our discussions are fruitful, 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 five speakers, allowing ample time for attendee participation.
- Also in the interest of promoting dialogue, we will forgo the use of PowerPoint® slides.
- 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 July 10.
- 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 the meeting, speakers will be panel style at a table on a riser. Speakers will have tabletop 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,

Alexandra Dunn
Executive Director & General Counsel