



ECOS

## ECOS Speaker Guidelines

The following guidelines apply to panelists, speakers, and moderators of the ECOS 2020 STEP Meeting, *Partnering on PFAS*. These guidelines are similar to those of other ECOS meetings that were derived from attendee feedback and experience from many years of ECOS meetings, but have been adapted to better fit the new virtual format for meetings during COVID. Their implementation will provide the most valuable experience for all.

- ECOS encourages an atmosphere of discussion versus a series of lengthy presentations.
- Generally, panels and lightning round presentations will not have more than five speakers, allowing ample time for attendee participation.
- In the interest of promoting dialogue, we will forgo the use of text-heavy 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 [Sarah Grace Longworth](#) one week prior to the meeting start date.
- ECOS will organize a coordinating call for each roundtable speaker and its moderator approximately one to two weeks prior to the meeting in order to set discussion topics and flow.
- Panel sessions will be set up to display all speakers' faces as they talk, unless materials are being shared on the screen. Lightning round presentations will feature the face of the speaker as they present, unless materials are being shared on the screen, and then the faces of all speakers in the round for questions/discussion.
- Please feel free to pose questions of other speakers in order to stimulate discussion.
- The meeting is open to the press if they should choose to register.
- No formal record or report is generated by ECOS from the meeting. However, meeting notes from the breakout discussions on Day 2 will be shared with attendees.

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