



ECOS Speaker Guidelines

The following guidelines apply to speakers and moderators of the ECOS 2020 Fall Meeting, *Onward! for Environmental Protection*. These guidelines were derived from attendee feedback and experience from many years of meetings but have been adapted to better fit the new virtual format during the pandemic. They are designed to provide the most valuable experience for all.

- ECOS will hold coordinating calls for speakers prior to the meeting in order to set discussion topics and flow and test access to the Zoom platform.
- ECOS encourages an atmosphere of discussion versus a series of lengthy presentations.
- Roundtables, dialogues, and open discussions will include ample time for attendee participation.
- Given the virtual format, we welcome the use of PowerPoint® but encourage presenters to emphasize graphics and key words over text-heavy slides. Please send these to [Owen McAleer](mailto:omcaleer@ecos.org) at omcaleer@ecos.org by **September 15** and copy your session lead.
- ECOS will post links to documents speakers may reference so that attendees can easily access them. Please send these to [Sarah Grace Longsworth](mailto:slongsworth@ecos.org) at slongsworth@ecos.org by **September 15** and copy your session lead.
- Panels will be set up to display all speakers' faces. Speakers should avoid positioning themselves in front of windows or bright lights while on camera.
- Feel free to pose questions of other speakers in order to stimulate discussion.
- 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 or state shirts.

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