



ECOS Speaker Guidelines

The following guidelines apply to speakers and moderators of the ECOS 2021 Spring Meeting, *Navigating Change*. These guidelines were derived from attendee feedback and experience from many years of meetings and have been adapted to better fit the new virtual format during the pandemic. They are designed to ensure a valuable experience for all.

- ECOS encourages an atmosphere of open discussion versus a series of lengthy presentations. Toward that end, each roundtable panelist's opening remarks will be limited to five minutes, and at least one-third of the time in each roundtable will be set aside for open discussion among all attendees.
- To enliven sessions, we encourage the use of video. We also welcome PowerPoint® but encourage presenters to emphasize graphics and key words over text-heavy slides. Please send these to your session lead by **March 9**.
- ECOS will post links to documents referenced by speakers so that attendees can easily access them. Please send these to your session lead by **March 9**.
- Sessions will be set up to display all speakers' faces. Speakers should avoid positioning themselves in front of windows or bright lights while on camera.
- If you are using props and a virtual background, turn off your background to avoid video distortion.
- Feel free to pose questions of other speakers in order to stimulate discussion.
- Please consider these tips for virtual speaking:
 - Increase use of the word "you" to help the virtual experience feel personal.
 - Position your camera at eye level or just above for optimal "eye contact."
 - Keep content concise to combat Zoom fatigue.
- 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, and all participants are welcome to turn on their cameras when presenting or posing questions. Please wear green on March 17 in honor of our environmental protection mission (and St. Patrick's Day) – just remember not to match your green screen too closely!

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