



E C O S

## ECOS Speaker Guidelines

The following guidelines apply to speakers and moderators of the ECOS 2021 STEP Meeting, *Partnering on Climate*. These guidelines have been adapted from previous ECOS meetings to fit the current virtual format and ensure a valuable experience for all.

### Making Your Session Engaging

- 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.
- Speakers and moderators are welcome to use PowerPoint, but please emphasize graphics and key words, and refrain from using text-heavy slides. If appropriate, videos may be used.
- Feel free to pose questions of other speakers in order to stimulate discussion. You may send these to your session lead ahead of the meeting if you'd like other participants to prepare.

### Action Items

- **July 9:** Please send any PowerPoints, videos, or materials to be shared with attendees to your session lead by this date.
- ECOS will post links to documents referenced by speakers so that attendees can easily access them.

### Zoom Tips

- 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.
- 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.

### About the STEP Meeting

- 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.

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