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2017 EBA Mid-Year Energy Forum  
October 16-17, 2017

Renaissance DC Downtown Hotel  
999 9<sup>th</sup> Street, NW, Washington, DC

*Speaker and Moderator Guidelines*

Thank you for agreeing to serve as a speaker or moderator for EBA's upcoming conference. To enhance the quality of your presentations and panels at Energy Bar Association programs, we offer the following guidelines:

**SPEAKERS:**

1. **Please submit a ONE PAGE bio with your photo INSERTED in your bio document. Longer bios will be editing.** Bios will be posted on the conference website.
2. In order to meet the requirements of Continuing Legal Education programs and secure CLE approval, **please submit your speaker materials (outline of your presentation, dockets, and supplemental handouts) by September 15<sup>th</sup>.**
  - a. If handouts are not received in advance; they will not be included in the distributed program material. Conference material will be posted to the EBA website and the link available for meeting participants prior to the conference.
  - b. Handouts should be no more than **ten** slides and should include bulleted highlights of your presentation, not your verbatim presentation. Supporting articles and cases are encouraged.
3. If you use PowerPoint, please use the EBA template. It is best to have no more than 6-8 lines of text per frame or page. It is often difficult for the audience to view more than 6-8 lines of text on your visuals. **Submit in PowerPoint version (.ppt) NOT PDF.**
  - a. **Please submit PowerPoint slides for your presentation and inclusion in the attendee book by October 6<sup>th</sup>.**
4. Please do not read your remarks. The best presentations are those that "hit the highlights" of your written pieces in the attendee book.
5. Please **submit your materials directly to your session moderator.** The moderator will coordinate all speaker handouts and submit as **one** package to EBA, in the order to be presented.
6. Please be sure to coordinate in advance with your moderator and fellow speakers on your panel. This will avoid duplication of material and enhance the flow of the discussion.

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8. Please be aware of your time limits. “Running over” your allotted time is inconsiderate to your fellow panelists and can cause the entire program to be off-schedule.
9. Please note, time and time again, attendees have asked our presenters to give provide an intriguing “discussion” instead of a lecture. PLEASE leave time for questions.

**MODERATORS:**

1. Please submit your ONE PAGE bio with an electronic photo inserted into the document. Longer bios will be editing.
2. It is your responsibility to coordinate a planning conference call with the session speakers to ensure familiarity and plan how to present the session to ensure adequate coverage of the subject matter and avoid duplication of material.
3. Please begin your session on time.
4. Do NOT read the speaker bios (they are included in the attendee handouts). However, please introduce each speaker.
5. It is your job to SET THE STAGE for the session. As moderator, you are responsible for providing the overall introduction of the subject matter and the session.
6. You are responsible for maintaining the flow of the session and ensuring there is sufficient time for question and answers.
7. All speakers should submit their session handouts directly to you. You will combine them into one package and submit to EBA by the due date. Please submit as a PowerPoint presentation and NOT a PDF. Thanks

**SPEAKERS AND MODERATORS:**

You are encouraged to consider using a variety of formats for panels such as question and answer instead of pure presentations.

EBA strongly encourages you bring a hardcopy of your presentation material and your presentation on a thumb drive – just in case!

PLEASE adhere to the due dates included in your letter of confirmation. This will ensure the best possible program and reduce chances of error.

*Thank you very much for your participation in EBA’s conference!*

If you have any questions or would like further information, please do not hesitate to contact your session moderator or Lisa Levine, Executive Director, EBA, [llevine@EBA-Net.org](mailto:llevine@EBA-Net.org).