



EBA SPEAKER AGREEMENT

Sign and return this form to EBA.

Thank you for agreeing to serve as a speaker for the Energy Bar Association conference. Below is an outline of the roles and responsibility of an EBA Speaker. If you have any questions please contact Lisa Levine at 202-223-5625 or llevine@eba-net.org.

Each session has an EBA Session Coordinator and Moderator. Your letter of confirmation should have included the names/contacts for both volunteers.

Roles and Responsibilities of an EBA Speaker

Before the conference:

1. Prepare for the session along with your co-speakers and moderator.

- Share program outline with each speaker.
- Coordinate with co-speakers and be specific about the portion of the topic each person is to cover and the amount of time allocated.
- Review EBA Deadlines and requirement that each session includes handouts.

2. Coordinate preparation of session.

- Hold a planning session by conference call to coordinate your session. If you need a conference line, please contact Nancy Ferreira at nferreira@eba-net.org or 202-223-5625x101.
- Be sure each person knows what all other speakers have been assigned to present.
- Establish the order of presentations.
- Be sure each person's written outline or paper reflects his/her oral presentation and conference deadlines are met.

3. Coordinate the submission of materials.

- The moderator will write an overview of the session, which will become the introduction to the course materials for the session.
- Review papers submitted online to be sure they reflect the speaking assignment; be sure page limitations (4-10 pages, per speaker) are adhered to.
- Build in lead-time to review the papers prior to the EBA deadline for receipt of papers; attachments to the papers should be directly related and necessary to understanding the paper. *All sessions (not all speakers) require CLE quality handouts.*
- Written material should be emailed to Lisa Levine at llevine@eba-net.org
- Moderator should Collect and coordinate PowerPoint presentations, so that they are in order of the speakers, and are on the conference slide template.
- **It is critical to meet EBA's deadlines – see below for details.**

Speaker/Moderator Deadlines:

- Reviewed Speaker Service Center (SSC) by March 15, 2019
- Speaker/Moderator Agreement Executed by March 15, 2019
- Final Session Title and Description by February 15, 2019
 - Short Description – up to 50 words (used for marketing)
 - Long Description – up to 100 words (posted on the website)
- Registration/Profile Submitted (Bio, photo, twitter handle) by: March 15, 2019

- Download PowerPoint Design Template by April 1, 2019
- Housing Booked by April 1, 2019 (*First Come, First Served*)
- Session Materials Due – April 12, 2019-- 3 Weeks in Advance – Plan ahead!
- Attend Conference May 6-7, 2019

At the conference:

While each program is unique, success usually depends on:

- Controlling the time used by each speaker;
- Ensuring that later speakers get equal time; and
- Providing time for a dialogue between the panel and members of the audience.

“Role play” panels are more inherently interactive, but present their own challenges – particularly, ensuring that audience members have time to ask questions.

Therefore, all Moderators should:

- Stress time management issues with members of their panel, and be prepared to intervene aggressively;
- Use “Five minute/three minute/one minute/Time’s up” warnings;
- Guarantee at least 15 minutes for questions.

In addition, Moderators may want to use techniques such as:

- Presenting questions to the panel before turning to the audience for questions;
- Asking the audience at the beginning what they came to find out; and
- Providing a verbal transition between speakers, rather than simply reciting resumes.

Thank you for helping to present an outstanding session!

I agree to follow the instruction listed above and do everything possible to meet the deadlines as outlined. I acknowledge the session may be recorded and distributed with the session material.

Name (print): _____

Date: _____

Signature: _____

Session Title: _____

Return completed form to NFerreira@eba-net.org