



## KEYNOTE SPEAKER GUIDANCE

Capitol Hill Ocean Week 2024

**\*\* ARRIVE 15 MINUTES EARLY IN THE GREEN ROOM FOR YOUR SESSION \*\***

Thank you for lending your knowledge and expertise to enrich our CHOW discussions! Our keynote speakers are luminaries illustrating true LEADERSHIP in service to our communities. You will help redefine conversations and drive action over Capitol Hill Ocean Week and beyond!

### Pre-Planning and Panel Coordination

- Foundation staff will assist in arranging a pre-planning conference call.
- If you wish to use multimedia (video/audio), please use the CHOW slide template and work with the Foundation team to ensure we can set up what you need. The Foundation has a confidence monitor should you choose to display any multimedia.

### Stage Set-Up

- Please let us know in advance what we can do to ensure accessibility and comfort while on stage. We will make every effort to meet needs to ensure the best environment.
- The stage is set up with a podium and microphone which you may use during your keynote. If you prefer a lapel microphone, please coordinate with Foundation staff.
- Water will be provided at the podium.

### Immediately Prior to the Panel (meet 15 minutes early)

**\*\* The logistics briefing will take place in the Green Room off the Main Stage/Ampitheater. If you need help finding the Green Room, go to Registration where staff can escort you directly.**

- Foundation staff will hold a logistics briefing 15 minutes prior to the keynote start.
- This pre-session meeting provides a quiet space for the participants to make re-introductions, review any last-minute details, and ensure microphones are operational.
- If needed, Ronald Reagan Building technicians will help with lapel mic placement. Please consider this for your attire since we want to hide the microphone wire.

### During the Panel

- **Keynote Introduction:** Foundation staff will call the session to order, make any necessary announcements, then introduce the keynote speaker(s).
  - If the keynote follows a plenary, Foundation staff will thank the panel and ask them to move off stage prior to introducing the keynote speaker to the podium.
- **After the Keynote:** The speaker will return off stage. If the speaker is wearing a lapel microphone, Ronald Reagan Building technicians will help remove the microphone.
  - If the keynote precedes a plenary, all plenary speakers will be off stage in the Green Room during the keynote.
  - Foundation staff will thank the keynote and then begin by introducing the plenary session and moderator.