



OPENING 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 opening remarks 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

- If needed, Foundation staff will assist in arranging conference prep calls.

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.
- All speakers will start off stage at the beginning of the session.
- The stage is set up with a podium and microphone which you may use during your remarks. For longer, TED-style talks, 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.

An Example Standard Run of Show

- **Welcome and Opening Remarks Introduction:** Foundation staff will call the session to order, make necessary announcements, then introduce the opening remarks speaker.
- **Opening Remarks:** Opening speaker(s) will provide brief remarks from the podium.
 - Following conclusion of remarks, you will return off stage. If you are wearing a lapel microphone, Ronald Reagan Building technicians will help remove the microphone.
- **Session Overview:** Foundation staff will thank the opening remarks speaker and then introduce the session and the moderator.
- **Panel Introduction:** The moderator will introduce themselves briefly, state the name of the panel, provide brief context-setting remarks, and then introduce the panel speakers. Brief bios of each speaker will be provided to the moderator in advance.
- At this point, you are welcome to stay for the rest of the panel discussion!