



# Speaking Guidelines

## Coastal Plain Oil and Gas Leasing Program EIS

### Speaking Process

- Speakers cards are being distributed on a first-come, first-served basis
- Please fill out the speaker card and keep it with you during the meeting
- Speaker cards have a number in the upper right corner
- Speakers will be called to the microphones in groups of 10 based on the number on the speaker card (evens and odds will be divided)
- When your number is called, please proceed to the indicated microphone and hand your speaker card to the person attending the microphone
- Begin by stating your name and whether you are representing an organization or yourself, speaking clearly into the microphone
- You will have a maximum of 3 minutes to speak, as indicated by the digital countdown timer on the projection screen

### **Please Note:**

- We will accommodate as many speakers as time allows; receipt of a speaker card does not guarantee that you will have the opportunity to speak
- Speaking time may not be pooled among participants
- You must be present to speak; no comments will be accepted via cell phone, Facetime, or Skype
- If you have written comments that you are speaking from, we encourage you to submit them in the comment boxes located at the commenting table