



# Conference of Radiation Control Program Directors, Inc.

Office of Executive Director ♦ 205 Capital Avenue ♦ Frankfort, KY 40601  
Phone: 502/227-4543 ♦ Fax: 502/227-7862 ♦ Web Site: www.crcpd.org  
Central E-mail: staff@crcpd.org

PHL  
FCU  
KXS  
LRCPO JLD

November 27, 2000

00 NOV 30 PM 5:24  
OSP

Paul Lohaus, Director  
Nuclear Regulatory Commission  
Office of State and Tribal Programs  
Washington, DC 20555

## Board of Directors

### Chairperson

Paul S. Schmidt  
Wisconsin

### Chairperson-Elect

Paul J. Merges, Ph.D.  
New York

### Past Chairperson

Robert M. Hallisey  
Massachusetts

### Treasurer

James L. McNeese  
Alabama

### Members-at-Large

Gary L. Robertson  
Washington

Julia A. Schmitt

Nebraska

Russell S. Takata

Hawaii

## Office of Executive Director

### Executive Director

Charles M. Hardin  
Kentucky

### Deputy Director

Patricia C. Gorman  
Kentucky

Dear Paul:

I am pleased to advise you that the following papers have been accepted for presentation at the 33<sup>rd</sup> National Conference on Radiation Control:

*Reactor Oversight Program*, Monday morning, April 30, 2001, twenty minutes has been allotted for presentation with additional ten minutes for questions.

*Tokai Criticality Accident*, Tuesday morning, May 1, 2001, ten minutes has been allotted for presentation with additional five minutes for questions.

Presentation from Chairman Meserve, Wednesday morning, May 2, 2001, twenty-five minutes has been allotted for presentation with additional five minutes for questions.

*Mallinkrodt Over Exposure*, Wednesday afternoon, May 2, 2001, ten minutes has been allotted for presentation with additional five minutes for questions.

These papers have been accepted with the understanding that you will be able to fund expenses to make these presentation.

*The conference will be held during the week of April 29-May 2, 2001 at the Hotel Captain Cook in Anchorage, Alaska. A block of rooms has been reserved in the name of the "National Conference on Radiation Control". The following rates are tentative pending possible changes in the GSA rates that may be effective 1/1/2001. Confirmed rates will be included in your registration packet that will be sent to you on or about March 1, 2001.*

- **Government Rate: \$85.00 plus 8% sales tax**
- **Non-Government Rate: \$130.00 plus 8% sales tax**

OSP-006 Template

November 27, 2000

Page 2

***To obtain these special rates, you must do the following:***

- 1. At your earliest convenience, but prior to the cutoff date of, please contact the hotel toll free at 800/843-1950 or directly at 907/343-2298 between the hours of 8:00 a.m. - 5:00 p.m. Alaska Time. You must identify yourself as an attendee of the National Conference on Radiation Control.***
- 2. You must guarantee your reservation with either a credit card or one night's deposit. If you need to cancel your reservation, you must call and cancel within 3 days of the arrival date or your deposit will be forfeited/credit card charged. NOTE: Guaranteed reservations are held for one night only — not for the entire stay.***

This annual meeting is sponsored by the following organizations/agencies:

- Conference of Radiation Control Program Directors, Inc. (CRCPD),
- Center for Devices and Radiological Health, Food and Drug Administration, U.S. Department of Health and Human Services,
- Office of Radiation and Indoor Air, U.S. Environmental Protection Agency, and
- U.S. Nuclear Regulatory Commission.

### **Need Your Input by December 15, 2000 — If You Agree to be a Speaker**

As the theme of this year's meeting indicates, we are embarking on a "New Frontier." The Board is investigating the possibility of integrating a new technology into this year's annual meeting — the possibility of contracting with DigiScript, Inc. to digitally capture our annual meeting presentations, including posters, and associated materials (slides, PowerPoint, overheads) and make them available on the Internet for the benefit of the CRCPD members and other interested persons.

*Before any speaker can be digitally captured, he/she must give their consent.*

For clarification, if 20% of the speakers say no to being digitally captured, then the remaining 80% will be captured and their information made available via the Internet. A 100% is preferable but not required.

November 27, 2000

Page 3

This digitally captured information would be stored in a Virtual Library— available upon demand and can be referenced time and time again. During this trial period, the first year's access to the CRCPD portion of the Virtual Library would be free to CRCPD members. Of course, there would be a fee required if you wanted to view other material in the Library.

*What are the benefits to CRCPD?*

- No upfront costs to CRCPD.
- Consistent with the CRCPD Strategic Plan — Goal 3: Promote an Active, Energized Membership.
- This mechanism, if successful, may be used to provide future training opportunities to more CRCPD members and others.
- Would add value to the conference experience - might lead to membership retention and/or increased membership.
- Would add connectivity by making this knowledge easily accessible to our members and other individuals and professionals around the world.
- Provides an opportunity to increase our revenue through a unique revenue sharing plan. Various mechanisms are individual, as well as corporate, subscription/registration fees, continuing education fees, sponsorship fees, advertising fees, CD-ROM sales, training fees, etc.

Before the Board decides to negotiate a contract with DigiScript, they want to know how many speakers would be willing to sign the enclosed consent form.

- Please review the enclosed information (DigiScript's "most frequently asked questions" and the speaker consent form — *Note: the consent form is not actually due to OED until March 29, 2001*);
- Access DigiScript's web site for a demonstration by clicking "eLecture" at <<http://www.digiscript.com/demo>>;
- Fill out the enclosed Speaker/Poster Presenter Survey Form; and
- Mail the survey form to OED **by December 15<sup>th</sup>** (you may also email your response to <[ssmith@crcpd.org](mailto:ssmith@crcpd.org)>).

For the Board to proceed, we must achieve a 65% positive response. If we have less than 65%, then the Board will not pursue digitally capturing this year's meeting.

November 27, 2000

Page 4

*What happens after December 15<sup>th</sup>?*

- OED will compile the responses.
- If we have 65% or more positive responses, OED will continue to pursue an Agreement with DigiScript. OED will advise all speakers when an Agreement has been reached between CRCPD and DigiScript, at which time we will remind you to submit your consent form by March 29, 2001.
- If less than 65% positive response, OED will cease negotiations for the Alaska meeting.

## **Registration and Appropriate Fees**

**All speakers must complete a registration form** and pay the appropriate registration fee when applicable, prior to giving their presentation. For clarification:

- If you will be coming in to give your presentation and then leaving following *your* session, no registration fee is required but the registration form is still needed.
- However, if you plan on attending other sessions, you need to register for the number of days you plan on attending and pay the appropriate registration fee as noted below:

- Entire Meeting           \$425
- One Day                   \$150
- Two Days                 \$300

## **Abstract Information By February 1**

We have starting posting short abstracts on the papers that will be given at the annual meeting on our web site along with the tentative agenda. You are requested to provide this information preferably by email to <ssmith@crcpd.org> , fax (502/227-7862) or via regular mail by **February 1, 2001**.

November 27, 2000

Page 5

## **Manuscript Information by July 1**

The CRCPD publishes a Proceedings of this meeting both in hard copy and also on our web site ([www.crcpd.org](http://www.crcpd.org)). You are requested to submit a written manuscript of your camera-ready presentation for publication in the annual meeting Proceedings electronically by emailing Sue Smith at <[ssmith@crcpd.org](mailto:ssmith@crcpd.org)> or by printed copy (plus diskette) at your earliest convenience. Naturally, we would like to receive it prior to the meeting; however, if this not possible, we would expect to receive it by no later than **July 1, 2001**.

The Board of Directors has adopted the policy that says " In the event CRCPD does not receive the camera-ready presentation within 60 days following the meeting, a statement will be noted in the Proceedings giving the author's name, address and title of his/her presentation."

This time frame allows OED ample time to produce the publication both in printed copy and on the web in a timely manner.

Enclosed are instructions for preparing the manuscript. Should you have questions, please contact Sue Smith by email as noted previously or by phone at 502/227-4543 ext. 2228.

## **Visual Aids (Power Point Presentation, 35mm Slides, Transparencies etc.)**

The CRCPD Board of Directors requires all speakers to have their visual aids previewed for acceptance prior to the presentation. The preview process is based on the information contained in the enclosed guides.

*Quality visual aides can only enhance your presentation.*

The room will be large and will require the projections to be simple, with good contrast, and which precludes elaborate details.

*Poor visual aids will not be acceptable for presentation at our Annual Meeting.*

Should your visual aids be rejected for presentation, and you disagree with the decision of the reviewer, you may appeal his/her decision to the Chairperson of the Technical Planning Committee, Bob Hallisey (Past Chair, CRCPD Board of Directors). Mr. Hallisey has the final decision. The person in charge of the AV Preview Room or anyone in the CRCPD office will be able to put you in contact with Mr. Hallisey.

November 27, 2000

Page 6

As indicated on the enclosed guide, we strongly encourage all speakers who plan to use visual aids to use a computer program such as "PowerPoint." A computer/projector setup will be available. The two software packages that will be loaded on the computer will be Microsoft PowerPoint and Corel Presentations.

*All computer presentations shall be submitted to the OED by April 11th.* Due to the high number of presentations and tight schedule of speakers, it is imperative that you submit your computer presentation either on floppy disk, zip disk, or via e-mail to Bruce Hirschler (bhirschler@crcpd.org) -- again by *April 11, 2001*.

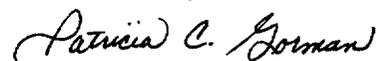
Should you require other visual aid equipment, please advise Sue Smith in my office at your earliest convenience.

In closing, please confirm in writing (or via email to <ssmith@crcpd.org>) by no later than **December 15, 2000**, relative to your acceptance to present the above paper. Please submit the following information per deadlines noted below:

- Speaker/Poster Presenter Survey Form (December 15, 2000);
- Exact title of your presentation for printing in the program (December 15, 2000);
- How you would like your position title listed in the program (December 15, 2000);
- Email address for OED's use only in future electronic communication (December 15, 2000);
- DigiScript consent form provided the decision is positive (March 29, 2001); and
- Short curriculum vitae for use by the moderators for introductory purposes (April 11, 2001).

We are looking forward to your presentation. I am sure your topic will be of much interest to those attending our meeting.

Sincerely,



Patricia C. Gorman  
Deputy Director

PCG/ss

Enclosures: Manuscript Guide  
AV Requirements and Guidance  
DigiScript Info (Most Frequently Asked Questions; Consent Form)



## CRCPD's Style Guide for Manuscripts to be Published in the Annual Meeting Proceedings\*

This Style Guide has been revised to establish uniformity with other CRCPD publications. Manuscripts that are published shall follow the format given in this Style Guide.

### Specific Requirements:

1. All presentations need to be in the Proceedings. Please submit your manuscript.
2. The manuscript is to be submitted camera-ready. Documents are to be submitted to the CRCPD Office of Executive Director at least one week prior to the Annual Meeting.
3. The paper size is 8½ x 11 inches; your manuscript should be on white paper.
4. Pitch or font size should be 12.
5. The image area is to have one inch margins (left and right, top and bottom).
6. Text is to be single spaced. There should be two hard returns between paragraphs.
7. Paragraphs are to be indented ½ inch.
8. Text is to have justified right margins.
9. Headings: The **Title of the manuscript** shall be in all capital letters, bolded, and centered, on line 7 (which is one inch from the top of the page). This should be followed by two hard returns. The **name of the author(s)** should appear next, centered, followed by one hard return. Note: included as part of the Proceedings is the name and address for each author listed on a manuscript. For multiple authors, please be sure to provide the OED with an address for each author. The **agency** should appear on the next line, centered. This should be followed by three hard returns.  
**First order headings** for sections of the report should be in all capital letters, bolded, and centered. **Second order headings** should be in all capital letters, bolded, and flush with left margin. **Third order headings** should be capitals and lower case (capitalize the first letter of each word) bolded, and flush with left margin. There should be three hard returns above and two hard returns below headings. When a heading is immediately preceded by a higher level heading, there should be two hard returns between headings.
10. Since page numbers are added to the manuscripts prior to publication, individual manuscripts should not include page numbers on the front of the text, unless they are in non-photo blue. Please place your page numbers on the back of each page of text.
11. Spell out any agency name entirely when used for the first time, followed by the abbreviation/acronym in parentheses. Thereafter, use the abbreviation/acronym for the agency name.
12. It is the responsibility of the author(s) to have obtained any approvals required by their agency.

If you have difficulty adhering to these criteria, please contact Sue Smith at the Office of Executive Director for instructions. An example of the format is provided. General Guidelines are on the next page.

# **CRCPD's Style Guide for Manuscripts to be Published in the Annual Meeting Proceedings** *(Continued)*

## **General Guidelines:**

**Figures and Tables** should be separated from text by three hard returns both above and below the figure/table. Figures and tables must be numbered with consecutive Arabic numerals preceded by the word Figure, or Table, such as Figure 1., Figure 2., Table 1., Table 2. The Figure/Table number is followed by a period and two spaces. Immediately following the period and two spaces is the figure/table caption. Each figure and table must have a descriptive caption. The figure number and caption are centered beneath the illustration. The table number and caption are centered above the table. Capitalize the first letter of the first word and any proper nouns, but end with open punctuation (no period). If the caption is more than one line long, also center subsequent lines. Two hard returns separate the caption from the figure/table.

Authors should avoid submitting figures/tables that must be viewed by turning the page sideways. If it is necessary to turn figures/tables broadside, place the illustration on the page so that the head of the illustration is to the left, so that the figure/table will be readable when the page is turned 90 degrees clockwise.

**Footnotes** cause problems in preparing a publication. Do not use them. Please use endnotes instead. Clarification statements need to be enclosed in parentheses in the text, immediately after the statement or at the end of the paragraph.

**Numbers in text.** Spell out whole numbers below 10, use figures for 10 and above.

**References** in text should be indicated by a reference number. Use only a superscript number. Acceptable references are those that refer to documents. A listing of references should appear at the end of the manuscript. In the references section, the number (not in superscript) should be followed by a ½ inch indentation, and then the listing. Double space between entries.

**Slides**—if you use slides or transparencies, please have them converted to black and white hard copies and include them in your manuscript where referenced in your presentation. This is very important for proper continuity of your published presentation. Please give all tables and figures special attention; their quality needs to be equal to the text portion of the manuscript. In your manuscript, slides and transparencies should be of a size where they can be easily read and yet not take up too much space.

**Tables**—see Figures and Tables for details.

**Transparencies**—see Slides for details.

If you have difficulty adhering to these criteria, please contact Sue Smith the Office of Executive Director for instructions.

Manuscripts should be sent to:      Office of Executive Director  
Attn: Sue Smith  
Conference of Radiation Control Program Directors, Inc.  
205 Capital Avenue  
Frankfort, KY 40601

# CRCPD's Style Guide for Manuscripts to be Published in the Annual Meeting Proceedings (Continued)

## EXAMPLE OF FORMAT [hard return] for CRCPD Manuscripts for Annual Meeting Proceedings [hard return]

[hard return]

Name of Author(s) [hard return]

Agency [hard return]

[hard return]

[hard return]

### INTRODUCTION [hard return]

[hard return]

The Proceedings is an important method for dissemination of information. It is also an opportunity to create a favorable impression regarding the Conference of Radiation Control Program Directors, Inc. Uniformity in the appearance of manuscripts results in a more professional document. Anyone having difficulty adhering to the criteria in the *Style Guide for Manuscripts to be Published in Annual Meeting Proceedings* should contact Sue Smith at the Office of Executive Director for instructions. [hard return]

[hard return]

The most critical aspect of the Proceedings, however, is its completeness. The Proceedings should accurately reflect the presentations. It is very important that speakers submit their manuscripts for publication. [hard return]

[hard return]

[hard return]

### SPECIFICATIONS [hard return]

[hard return]

There are both specific requirements and general guidelines for a manuscript submitted for publication. These are contained in a document entitled, "CRCPD's Style Guide for Manuscripts to be Published in Annual Meeting Proceedings." [hard return]

[hard return]

[hard return]

#### Specific Requirements [hard return]

[hard return]

A brief example of a table layout follows. This table includes only a few of the requirements. [hard return]

[hard return]

[hard return]

Table 1. Example of table layout [hard return]

[hard return]

Paragraphs	Indented ½ inch
Image area	One inch margins on all sides
Spacing with main headings	Three hard returns above, two below

[hard return]

[hard return]

[hard return]

Included as part of the Proceedings is the name and address of each author listed on a manuscript. For multiple authors, please be sure to provide OED each author's address. [hard return]

[hard return]

[hard return]

#### General Guidelines [hard return]

[hard return]

General guidelines cover such topics and figures and tables, numbers in text, slides and transparencies and references and footnotes. (Please refer to the Style Guide for Manuscripts to be published in the Annual Meeting Proceedings for more information.) [hard return] [hard return]



# CRCPD'S AV REQUIREMENTS AND GUIDANCE FOR PRESENTATIONS AT THE CRCPD ANNUAL MEETING

## **GENERAL GUIDANCE REGARDING YOUR PRESENTATION**

For even the most seasoned public speaker, a presentation can be a stressful event. One of the best ways to reduce the stress of public speaking is to know your presentation thoroughly, understand all of the features of any AV equipment you will be using, and stay on time. This guidance document is to provide CRCPD's specific requirements regarding all presentations, as well as general guidance.

Each presenter has been allotted a specific length of time for their presentation. The podium will be equipped with a timer light to aid you in staying on time. During your presentation, the timer light will be green and will indicate how much time is remaining for your presentation. The green light will change to yellow when your allotment of time is almost done, and then from yellow to red when your presentation should end.

## **SHOULD YOU USE VISUAL AIDS?**

Visual aids amplify and clarify the message, stimulate interest, and help the speaker stay "on track." Well done visual aids can enhance a presentation. Poor visual aids can distract the audience. Placing the speaker's entire text on slides and reading them to an audience does not enhance a presentation. Visual aids merit the same care in preparation as the commentary.

**The use of an overhead projector is not recommended.** They work best for small groups—less than 50 people. When the size of the projected image is increased to accommodate a larger audience, the image becomes less distinct, making it difficult to read. The visual distortion that results from the angle necessary to project an image large enough to be seen in the back of the room can be very distracting to the audience.

## **WHAT MAKES A GOOD VISUAL AID?**

- It's clear
- It's readable
- It communicates a single idea
- It's relevant
- It's interesting
- It's simple
- It's accurate

*Conference of Radiation Control Program Directors, Inc., 205 Capital Avenue, Frankfort, KY 40601*

*Voice: 502.227.4543 ■ Fax: 502.227.9862 ■ Web: [www.crcpd.org](http://www.crcpd.org)*

**CRCPD recommends the use of PowerPoint because:**

- PowerPoint slides are relatively easy to prepare once you've mastered the basics of the software,
- There is no "processing" or "development" of film involved,
- PowerPoint makes sequencing your slides very easy, and you never have to worry about dropping them, melting them, or getting them upside down,
- PowerPoint allows for "fades," "wipes," "dissolves" etc., between slides,
- PowerPoint provides flexibility of styles, fonts, backgrounds, colors, etc., and
- PowerPoint introduces the use of sound and animation into presentations.

The computer at the Annual Meeting will be loaded with Microsoft PowerPoint 97 and Corel Presentations. We will be equipped to open files from the following programs:

- Microsoft PowerPoint 97 for Windows
- Microsoft PowerPoint for Windows 95, versions 7.0, 7.0a, and 7.0b
- Microsoft PowerPoint for Windows, versions 2.0, 2.0e, 3.0, 4.0, 4.0a, 4.0c
- Microsoft PowerPoint for the Macintosh, versions 3.0, 3.0b, 4.0
- Corel Presentations Suite 7.

Should you prepare your presentation with another software application, you will need to bring a laptop computer containing the software you are using, which can be connected to the available projector.

**VISUAL AID REQUIREMENTS:**

1. **For any visual aid used in a presentation, TEXT MUST BE LEGIBLE FROM 70 FEET.** A simple rule of thumb is to convert your slides to print on an 8.5" x 11" piece of paper. Drop the paper on the floor in front of you. If you can easily read it as you stand over it, it will be clearly visible as a projected slide 70 feet away. For PowerPoint, stand 5 feet away from your 17" monitor. Again, if you can easily read it at that distance, it will be legible from 70 feet on a 10 foot screen.
  2. **PRIOR TO EVERY SPEAKER'S PRESENTATION, ALL VISUAL AIDS MUST BE REVIEWED AND APPROVED BY A CRCPD-DESIGNATED AV REVIEWER.**
- **PowerPoint presentations are to be submitted to Bruce Hirschler at the CRCPD Office of Executive Director (OED) at least two weeks in advance of the Annual Meeting.** PowerPoint presentations will be reviewed at this time, in addition to being loaded on the CRCPD computer in preparation for your presentation. Submit your presentation via e-mail to <bhirschler@crcpd.org>, or on a floppy disk or zip disk to the CRCPD. **Be sure to bring a backup copy of your presentation with you to the meeting.**
  - **Slides (and overheads) are to be preapproved in the AV Preview Room at the Annual**

**Meeting.** *DO NOT send your slides (or overhead transparencies) to CRCPD for review prior to the meeting.* The AV Review Room will be equipped with a CRCPD-designated AV reviewer, a slide projector, a screen, an overhead projector, and a computer equipped with PowerPoint software. Poor quality/unreadable slides and overheads will not be acceptable for presentation at our Annual Meeting.

- Should any of your visual aids be rejected and you disagree with the decision of the reviewer, you may appeal the decision to the Chairperson of the Technical Planning Committee. The Chairperson of the Technical Planning Committee has final say over rejection or acceptance of all visual aids.

### **GUIDANCE REGARDING ALL AUDIOVISUAL AIDS:**

All good visual aids must be clear, to the point, and relevant to what the speaker is saying. Whether it is a picture of the activity the speaker is describing, the major point of that portion of the speech, or a clever combination of motion and sound, a good visual aid should be designed to get the audience to the "heart" of what the speaker is trying to communicate.

The word *slide* is used in the following, but regardless of the type of visual aide utilized, the general rules for quality are the same:

- **For major headings, use all caps in a san serif font, such as Helvetica or Arial.** Headings should be limited to 10 words or less.
- **For body text, use upper and lower case in a serif font, such as Times Roman or Garamond.** Do not use all caps for body text—it is difficult to read (SEE WHAT I MEAN!)
- **Leave at least the height of a capital letter between lines.**
- **Be consistent with text size, style, spacing, and positioning throughout the presentation.** For example, if you use Helvetica in all caps for the heading on one slide, be sure to use it for all subsequent headings.
- **Use consistent background design and color.** Changing the color or graphics abruptly from slide to slide can be jarring and give the feel of a disjointed presentation. Also avoid hard to read background/color combinations (yellow letters on white background). Try to stick to light letters on a dark background or dark letters on a light background for maximum legibility.
- **Limit each slide to one major idea.** Think of each heading as the chapter in a book (or a primary point in your speech outline). You want no more than one "chapter's" worth (i.e., one major idea) on any given slide, along with this major idea's subpoints. To keep things simple and readable, try to limit each slide to no more than 20 lines. Fifteen lines evenly

spaced is ideal.

- **Use graphs or pie charts instead of tables whenever possible.** Keep graphics simple. Limit a graph to one major idea. Here is where the use of many colors can be very helpful, in that it allows the viewer to pull out information sorted in a very visual, high contrast manner. Finally, round all numbers if possible. If you write "\$27,356,341.22" but say "our budget is approximately 27 million dollars," use "\$27.4 million" on your slide.
- **Presenters are welcome to use the AV Review Room to practice with the equipment to assure a smooth and stress free presentation.**

### **GUIDANCE SPECIFIC TO POWERPOINT PRESENTATIONS:**

- Due to the high number of presentations and the tight schedule of speakers, it is imperative that you **submit your presentation a minimum of two weeks prior to the meeting** to Bruce Hirschler via e-mail at <bhirschler@crcpd.org> or on floppy disk or zip disk to the OED office. **And be sure to bring a back up copy of your presentation with you to the meeting.**
- **The use of every animated feature or sound effect does not (necessarily) enhance a presentation.**
- **Keep it simple; avoid using all of the bells and whistles.** The first time you use the "woopy cushion" sound effect for a slide transition, the affect will be immediate and you will likely have the attention of your audience. However, if each of your 24 slides are loaded with the same sound effect, the "effect" will quickly shift from novel to annoying and you will quickly lose your audience. The various visual and audio features of PowerPoint are very tempting. The best advice is to use these potentially powerful tools sparingly so as to maximize their effect.
- **Slide Controller.** The CRCPD will be using the Sony image projector again this year for PowerPoint presentations. **To request that a diagram of the controller** be faxed to you, please send your request to Bruce Hirschler (by telephone at 502/227-4543, Ext. 2234, or e-mail your fax number to <bhirschler@crcpd.org>). The remote control for the slide projector will also be at the speaker's podium.

The moderator, as well as an OED staff member, will be available to assist you should you experience difficulty with the equipment during your presentation.

### **GUIDANCE SPECIFIC TO SLIDES:**

For identification of slides, thumb-spot all slides in the lower left corner when the slide reads correctly on hand viewing. This is the standard marking for slides with which most projectionists are familiar. In addition, add sequence numbers.

*Conference of Radiation Control Program Directors, Inc., 205 Capital Avenue, Frankfort, KY 40601*

*Voice: 502-227-4543 ■ Fax: 502-227-9862 ■ Web: www.crcpd.org*

The remote control for the slide projector will be at the speaker's podium.

**IN CONCLUSION:**

If you have any questions regarding our presentation policies, or to submit your PowerPoint presentation, contact Bruce Hirschler at <bhirschler@crupd.org> or call 502/227-4543, Ext. 2234.

**Speaker/Poster Presenter Survey Form**  
**Regarding the National Conference on Radiation Control**  
**Anchorage, Alaska**  
**April 29-May 2, 2001**

Please check one and return to CRCPD at the address noted below *by December 15, 2000*:

- I *agree* to having my presentation/materials digitally recorded at the upcoming annual meeting in Anchorage, Alaska.
- I *disagree* with having my presentation/materials digitally recorded at the upcoming annual meeting in Anchorage, Alaska.

\_\_\_\_\_  
*Print Speaker/Poster Presenter's Name*

\_\_\_\_\_  
*Speaker/Poster Presenter's Signature*

\_\_\_\_\_  
*Date*

**CRCPD**  
**205 Capital Avenue**  
**Frankfort, KY 40601**  
**(email: [ssmith@crepd.org](mailto:ssmith@crepd.org))**  
**Fax: 502/227-7862**

# DRAFT

Welcome...As a presenter we want you to know the Conference of Radiation Control Program Directors has partnered with DigiScript™, Inc. to digitally capture the Annual Meeting April 29<sup>th</sup> – May 2nd, 2001 in Anchorage, Alaska. \*

With your permission, as acknowledged by your signature on the following Consent Form, your presentation and associated materials (i.e. slides, PowerPoint, overheads) will be digitally recorded. This will afford you the unique opportunity to have your presentation digitally archived for the benefit of members and other professionals who will then be able to access your presentation via the Internet.

## Frequently Asked Questions...

### Q: Who is DigiScript, Inc?

A: Conference of Radiation Control Program Directors ~~has~~ <sup>is considering</sup> partnered with DigiScript™, The Knowledge Management Company, in order to enhance your experience by providing valuable electronic archiving of the research presented at this year's conference. By utilizing state-of-the-art audio and video technology, DigiScript™ will digitally capture much of the conference session and lecture content and make it available on the Internet.

### Q: By giving my permission for capture of my presentation, am I limiting the use of my materials?

A: No, by giving this consent you are not relinquishing your copyright to the materials.

### Q: If I have not given consent for capture by the deadline, can I change my mind and decide to participate while at the conference?

A: Since the camera will be turned OFF during your presentation if you decline, you may only change your mind prior to the conference start date. Therefore, you cannot decide after your presentation that you would like to participate. It is important that you give permission prior to the meeting to ensure that your information is captured. If you participate, you must sign the Consent Form by the deadline.

### Q: If I participate, will I have to change my presentation in order for it to be digitally captured?

A: No, your presentation will be captured exactly like you presented it. DigiScript's™ Capture Team will talk to you briefly on site to coordinate the copying of your slides, PowerPoint and/or overheads.

### Q: Will my presentation content be subject to modification after it's captured?

A: No, your information will not be changed in any way. It will be presented on the Internet exactly as you presented during the conference.

### Q: What happens if I have not given consent and I am speaking with multiple presenters in the same session?

A: If you decide not to participate in the digital capture effort, the camera is turned OFF during your presentation.

### Q: Will my presentation be disrupted if I choose to participate?

A: There will be absolutely no disturbance to you during your lecture as our Capture Team digitally records your presentation. Depending on the room configuration, they

may set up additional, filtered lighting to guarantee high quality film resolution.

### Q: How will you access my slides, PowerPoint, and overheads to digitally copy during the conference?

A: A Capture Team Representative will speak with you briefly to coordinate this activity. The copy process takes approximately 1hr 10min for a full carousel of slides and a few seconds for a PowerPoint presentation. **Please number your slides and submit them in the order they were/will be presented.** This procedure will take place on site, near the lecture room. Your slides or PowerPoint diskette will be immediately returned to you in their original condition and order. NOTE: Some PowerPoint presentations are too large for a diskette. Please have a CD-ROM or 100mb zip disk ready for large presentations if you are having your material copied on site. If possible, our Capture Team may ask you for permission to copy slides overnight, then return them to you the next morning. **YOU MAY ALSO SUBMIT YOUR PRESENTATION ON THE WEB. SEE NEXT PAGE FOR DIRECTIONS.**

### Q: How long will it be until I can view my presentation on the Internet?

A: You will have an opportunity to review your presentation prior to making it available to subscribers. To do this, you must provide your email address on the following consent form. We will notify you, via email, when your presentation is ready to review.

### Q: What will the final product look like?

A: You may view a demo of a presentation captured at the Center for Thrombosis & Hemostasis. Click "eLecture" at the following address:  
<http://www.digiscript.com/demo>

### Q: How may I assure that my presentation and/or poster is digitally captured?

A: To help us administrate this exciting event for our professional community, please sign your consent form and fax to #502-227-7862 immediately.

### Q: May I submit my presentation materials prior to the actual conference?

A: YES! It is very easy to submit your PowerPoint presentation at any time, using the Internet. Just read the instructions on the following page.

\* *Is considering a partnership*

Page 1 of 2

# DRAFT

# DRAFT

## ***How to Submit Your Presentations Prior to Conference...***

In every area of business DigiScript, Inc. strives for excellence in quality and customer service. In order to ensure the quality of the reproduction of lectures and better serve the needs of our partners, DigiScript has established the following recommendations.

### **eLectures™**

Because the quality of what we offer is just as important as the information we are gathering, we use the latest in audio and video technology to capture designated conference keynote speeches, presentations and graphics. Your visual presentation materials will be synchronized with your lecture in audio or audio and video on the Web.

**We strongly encourage you to send us copies of your Microsoft PowerPoint presentations, Microsoft Word documents, and/or other supporting documents so that we receive it at least one week prior to the event.**

**It's EASY...**

**STEP ONE:** Electronically via our website. Go to [www.digiscript.com/submit](http://www.digiscript.com/submit)

**STEP TWO:** Just follow the file transfer instructions.

**QUESTIONS?** Please Email any questions you have about this process to:  
[submit@digiscript.com](mailto:submit@digiscript.com)

**If you are unable to send the materials prior to the event, please have a digital copy ready for DigiScript's capture team at the event prior to your presentation. We will be able to scan 35mm slides onsite prior to or following your presentation and these will be returned to you upon completion.**

**Conference of Radiation Control Program Directors,  
*in partnership with*  
DigiScript, Inc.  
thanks you for your contributions  
and is looking forward to making this year's conference a success!**

# DRAFT

SPEAKER CONSENT FORM

DRAFT

To accept or decline, REPLY by March 29th, 2001
FAX to #502-227-7862

DRAFT

As part of the continuing education efforts, a digital archive of the Conference of Radiation Control Program Directors Annual Meeting in Anchorage, Alaska will be offered to CRCPD members and other professionals. The CRCPD-designated company will provide a professional content/presentation capture service for the meeting at which you will be speaking. A prerequisite is to obtain your permission to digitally record your presentation(s).

Author Consent for Digital Capture:

The undersigned ("Author") hereby either grants or prohibits the CRCPD and its agents the right to capture and record all materials and presentations submitted or made by the Author in connection with the Conference of Radiation Control Program Directors Annual Meeting April 29 - May 2, 2001 and grants the CRCPD and its agents a nonexclusive, worldwide, perpetual license to use, reproduce, distribute, prepare derivative works from, perform, display, and sublicense such materials and presentations.

I understand that my presentation will not be edited. Any digitally reproduced recordings of my remarks in no way infringe on my rights to later reproduce the material in either audio, video or other digital format. By giving consent I am not relinquishing my copyright to this material.

- YES! I consent to having my presentation digitally captured. (Next, check boxes that apply below.)
YES! I also consent to having my E-Mail address associated with my presentation as a "hot link" so interested persons may correspond with me.
YES! I also consent to allowing subscribers to print my transcript, slides and/or handouts associated with my presentations for which I have authorized capture, as listed below.
NO, I do not consent to having my presentation digitally captured.

Table with 3 columns: Title(s) of Presentation(s), Media Type: (slides, video, PowerPoint, overheads, etc.), Amount\*. Includes example rows for 'Fine Needle Aspiration Case Studies' and 'New Discoveries in Lung Pathology'.

\* NOTE: Please list the # of slides, videos, and/or overheads you have, per presentation. If your slides are to be captured at the meeting, please number them according to presentation order.

Name: Please print. \_\_\_\_\_

Mailing Address: For internal use only, will NOT be published. \_\_\_\_\_

Email Address: Even if you did not give permission to use your email address as a "hot link", you still MUST provide your email address (for internal use only) if you wish to preview your own presentations on the Internet that you listed above.. \_\_\_\_\_

Signature of Consent: \_\_\_\_\_ Date: \_\_\_\_\_

To thank you for your participation, you may receive an annual subscription to DigiScript's™ Virtual Library for only \$100 (regularly \$250). To subscribe, please complete the following...

MasterCard Visa American Express Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Address (if different than mailing address above): \_\_\_\_\_

Credit Card Authorization Signature: \_\_\_\_\_

DRAFT