

August 8, 2002

Rob M. Versluis, PhD
Office of Technology and
International Cooperation (NE-20)
U.S. Department of Energy
19901 Germantown Road
Germantown, MD 20874-1290

Dear NSRC Presenter:

Thank you for agreeing to present a paper at the Nuclear Safety Research Conference (NSRC). I am writing to you as Chair of the NSRC technical session titled "Advanced Reactors Session." You will be presenting your paper in that session on October 28, 2002. Based on analyses of feedback from RES staff and internal and external stakeholders, this conference has been designed to provide for dialogue between the presenters of the research and the NSRC attendees, to clarify the connection between the research and regulatory activities, and to improve the presentation of the research. In that light, RES has taken steps to enhance the technical session format and is providing each presenter with the following guidance. The attached questions provide an overall framework for the session in which you are presenting and should be used in developing your paper. These questions are setting the overall direction and vision of the expected outcome of the technical session. With these questions as the underpinning of the session, your presentation should:

1. Relate to the technical session objective, which is "Generation IV roadmap."
2. Identify any link between the roadmap and future regulatory needs.
3. Take no more than 30 minutes including 10 minutes for Q&A. We will be following a strict time frame. You will have an opportunity to respond to additional questions during the facilitated discussion at the conclusion of the technical session.

Enclosure 1 is a "Summary of Schedule." Enclosure 2 is guidelines for presentations and preparation and use of visual aids that you might find useful.

A summary of your paper must be sent to me (e-mail preferred) for review no later than August 20, 2002, and a draft copy of your visual aids/presentation material must be provided to me by September 20, 2002, for review. The summaries are to provide meeting participants with an overview. The summaries (1-2 pages) could provide the status of the research (i.e., work conducted to date, on-going work, and planned priorities for future work). The summaries will be made available on the NSRC web page, published as a NUREG report by RES and will be distributed during the meeting to those who register. Your full paper is due no later than November 30, 2002 (see enclosed "Instructions for Authors") (Enclosure 3). Additionally, if you have any audio visual aides other than the typical equipment (e.g., overhead, 35mm projector, LCD projector) or if there are problems in scheduling or with preparing the written material, please contact Susan Monteleone at (631) 344-7235.

R. Versluis

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To ensure that a sufficient number of copies of your visual aids of your presentation are available for distribution at the beginning of the technical session, please submit an electronic copy of your presentation to Sandra R. Nesmith (E-mail - srn@nrc.gov) by October 18, 2002, so that we can prepare the necessary copies. In addition, I will need a short biographical sketch to be used in your introduction.

We appreciate your participation as a presenter.

Sincerely,

/RA/

NSRC Technical Session Chair

Enclosures:
As stated

R. Versluis

-2-

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OFFICE	C:REAHFB	
NAME	JFlack:mtb	
DATE	08/08/02	

SUMMARY OF SCHEDULE

<u>Date</u>	<u>Activity</u>
08/20/02	Summary of paper sent to session chair
09/20/02	Draft copy of visual aids/presentation material submitted to session chair for review
10/18/02	Hard copy of visual aids submitted to Sandra Nesmith and biographical sketch submitted to session chair
11/30/02	Full paper due

GUIDELINES for PREPARATION and USE of VISUAL AIDS and PRESENTATIONS

The following are some useful tips to consider in preparing your VISUAL AIDS and PRESENTATION:

Visual Aids

“Everything should be made as simple as possible, but not simpler” - Albert Einstein

It is vitally important that visual aids clarify and support the talk in an attractive, comprehensible manner or they will detract from it.

- Visual aids are vehicles for enhancing or facilitating the understanding of the spoken word, not for duplicating the spoken word.
- For each visual piece, ask three questions: Will it add to my presentation? Does it relate to material covered in my talk? Is the graphic quality acceptable?
- All information presented visually should be brief and concise.
- Minimize the use of acronyms and abbreviations, and always explain them to your audience.
- Use key words or bullet statements rather than complete sentences.
- Visual aids must be legible and clearly visible to the entire audience (if a visual aid isn't visible and legible, it isn't an aid!):
 - The minimum recommended font size for overhead transparencies is 24 point Times Roman. The preferred font size is 29 point Times Roman.
 - Use text size and font consistently throughout the presentation.
 - Type text in bold, mixed-case letters.
 - Format text to contain fewer than 7 words/line and fewer than 10 lines/frame.
 - Double-space or 1½ space all lines of text.
 - Use one-inch margins on all sides.
 - Use of color in visual aids can improve retention of information. Use color for effective visual impact, but resist the temptation to over-colorize.

Scientific Presentations

“Be sincere; be brief; be seated” - Franklin D. Roosevelt

- Defining the scope and organizing your material to fit within the specified time are among the first steps in preparing your talk.
- The depth and scope of the scientific content are determined in large part by the audience profile and the time allotted you and not by the topic or speaker.
- The hallmark of any successful scientific talk is clarity. To achieve clarity, the talk must be well organized and logically structured (introduction, body, and conclusion); the language must be concise.
- If you are addressing both experts and non-experts in your topic area, devote half of your time to an overview of your subject and save the highly technical material for the rest of the time; or give the more involved technical material first, then summarize the information in simple, plain English.

- Scientific talks contain many facts and data, so it is good to summarize; summaries can be done as you progress through your talk or at the end.
- Running overtime suggests a lack of preparation and experience.
- It is better to conclude with a little time left over than to rush at the end when you are making your final points or summarizing.

Delivery

“The human brain starts working the moment you are born and never stops until you stand up to speak in public”- George Jessel

Studies show that: 55% of communication comes from facial expressions and other body language; 38% comes from vocal quality or tone of voice; 7% comes from the content. However, scientifically trained audiences will probably absorb somewhat more than the general population from content and a little less from the other two factors.

- To be most effective, the scientific speaker needs to develop a delivery style that incorporates good body language, pleasant facial expressions and a confident, relaxed, tone of voice.
- Practice your presentation with your visuals.
- Don't read your visual aids during your presentation. Reading a talk, whether from papers at the lectern or from images on the screen, is not acceptable. Try to have your eyes on the audience 90% of the time you are speaking.
- Vary the pace of your words; pause after the introduction of a new key point and after displaying a new visual to give the audience a chance to make the transition.
- The moment a visual piece is presented, the audience's attention is drawn to it. Display the visual only when you are ready to talk about it and remove it when your talk has progressed past the material.
- A little politically correct humor or an occasional light touch can vary the rhythm and significantly add to the audience's favorable reaction.
- Q&A Pointers:
 - always repeat or restate a question from the floor
 - respond simply and directly; if short answers are not adequate, tell the audience you will make yourself available after the session to answer in more detail
 - if you don't have the answer say so
 - don't lose your cool; never respond defensively, with irritation or anger

Handouts

Handouts are advisable due to the complexity of many scientific topics and/or the time allotted for the talk.

- Provide hard-copy handouts of your visuals (ideally, handouts should be in a smaller size font and have lines for note-taking).
- Handouts can also be used to reinforce important information, provide summaries, and supply supporting data that would be difficult or unnecessary to present in your talk.



Instructions for Authors

for the
**NUCLEAR SAFETY RESEARCH
CONFERENCE
INFORMATION MEETING**

October 28-30, 2002

Note: For information on presentations and handout material, please refer to the "Guidelines for Presentations and Preparation and Use of Visual Aids" provided by the Session Chair. Overhead (35 mm and viewgraph) projectors will be provided at the meeting site. If additional audio/visual equipment is required, please contact the Session Chair or the Meeting Coordinator.

The **summaries** and the **full papers** presented at the NSRC are published as two separate NUREG reports by the NRC Office of Nuclear Regulatory Research. The report containing the summaries will be distributed during the meeting to those who register; the full papers presented will be published as a Proceedings Report after the meeting and mailed to meeting registrants.

To prepare summaries:

- First page, centered: Title, Author(s), name of organization where the work was performed (Do not refer to the NSRC in the title since this information will appear on the cover of the published NUREG report.)
- Single-spaced, single-sided
- **White bond paper, 8 ½ x 11 INCHES (NO A-4 PAPER PLEASE. IF NO ALTERNATIVE TO A-4 IS POSSIBLE, BE CERTAIN THE IMAGE SIZE IS NO LARGER THAN 6½ INCHES WIDE BY 8½ INCHES LONG)**
- Two pages maximum
- Times Roman, Arial or Universal type face (11 point)
- Margins: 1 inch top and side, 1½ inches on bottom
- **No page numbers – PLEASE ... NO STAPLES!**
- **DEADLINE ... By August 20, 2002** send, via e-mail, a copy of the Summary to the Session Chair for review and acceptance by RES management. NRC will provide the final copy to BNL for inclusion in the program.

(Page 1 of 2)

To prepare full paper:

Enclosure 3

All instructions and formatting are the same as for the summaries, except:

- An abstract of about 150 words should precede the text on the first page, "double indented" one inch from each side.
- Tables and figures should be clearly labeled, referenced and incorporated into the text.
- Maximum text length, 25 single sided pages including tables and figures
- 8½ x 11" bond paper (**NO A-4 PAPER PLEASE. IF NO ALTERNATIVE TO A-4 IS POSSIBLE, BE CERTAIN THE IMAGE SIZE IS NO LARGER THAN 6½ INCHES WIDE BY 8½ INCHES LONG**)
- **NO STAPLES, PLEASE!**
- No page numbers (you may, however, write numbers on the back of each page using light blue, non-reproducing pencil)
- **DEADLINE ... by November 30, 2002**, to submit original of your **full paper** to:

PLEASE SUBMIT FULL PAPERS TO:

Susan Monteleone, Meeting Coordinator
Brookhaven National Laboratory
Building 130, 32 Lewis Rd.
Upton, New York 11973-5000 USA

Submit a copy of your full paper to the NRC session chair.

If you have any questions or problems, Susan can be reached by phone at (631) 344-7235, by e-mail at susanm@bnl.gov, or by fax at (631) 344-3957.