

September 3, 2004

Mr. Andrew J. White
Director, Reactor Safety Division
Chalk River Laboratories
Chalk River, Ontario
Canada
K0J 1J0

Dear Mr. White:

Thank you for agreeing to present a paper at the 2004 Nuclear Safety Research Conference (NSRC). The NSRC is an international conference sponsored by the Office of Nuclear Regulatory Research, U.S. Nuclear Regulatory Commission (NRC), that has been held every year since 1973. Conference participants include researchers, regulators, and utility representatives from the United States and more than twenty other countries. The conference affords its participants the opportunity to interact with the NRC's staff and with colleagues to discuss the insights from research programs undertaken to support the NRC's mission. This year the conference will be held October 25-27, 2004, at the Marriott at Metro Center, Washington, DC. A conference brochure outlining the agenda and logistics is enclosed.

I am writing to you as the chairperson of Session 2, New Reactors, which will be held on October 25, 2004, from 9:45 AM through 5:00 PM, with a break at 12:00 noon for lunch. The objective of the session is to "discuss ongoing recent or planned NRC and industry safety research activities affecting new, advanced reactors, and to discuss infrastructure to support next-generation reactor technology." Your paper will be one of several papers that will be presented in the morning and early afternoon of the session. Please allow approximately 20 minutes for the presentation of your paper, followed by 10 minutes of questions and answers, for a total of approximately 30 minutes.

Please provide a summary of your paper/presentation to me by September 10, 2004, preferably by e-mail (mkq@nrc.gov). The summaries are to provide meeting participants with an overview of your presentation and should provide the status of your research activities (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, and distributed during the conference to attendees. *Please see the attached instructions for preparing your summary.*

In addition, please provide a draft copy of your presentation material to me by September 22, 2004, along with a short biographical sketch that I may use to introduce you.

Please provide a electronic copy of your final presentation to Wendy Eisenberg (wpe@nrc.gov) or Sandra R. Nesmith (srn@nrc.gov) by October 15, 2004. This will allow us to prepare and distribute your presentation materials at the beginning of the session.

A laptop/LCD projector and a standard overhead projector will be provided for your use during the conference. If you require any other audio/visual services or administrative support, please contact Margaret Bennett at 301-415-7252 or by e-mail at mtb1@nrc.gov.

Mr. White

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Again, thank you for agreeing to present a paper at the 2004 NRSC conference. Please feel free to contact me (301-415-1193) if you have any questions or comments.

Sincerely,

/RA/ James Danna for

Marsha K. Gamberoni, Chair
New Reactors Session
Nuclear Safety Research Conference

Enclosures:
As stated

Mr. White

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Again, thank you for agreeing to present a paper at the 2004 NRSC conference. Please feel free to contact me (301-415-1193) if you have any questions or comments.

Sincerely,

/RA/ James Danna for

Marsha K. Gamberoni, Chair
New Reactors Session
Nuclear Safety Research Conference

Enclosures:
As stated

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SUMMARY OF SCHEDULE

<u>Date</u>	<u>Activity</u>
9/10/04	Summary of paper sent to session chair
9/22/04	Draft copy of visual aids/presentation material submitted to session chair for review
10/15/04	Hard copy of visual aids submitted to Wendy Eisenberg or Sandra Nesmith and biographical sketch submitted to session chair



Instructions for Authors

for the

NUCLEAR SAFETY RESEARCH CONFERENCE INFORMATION MEETING

October 25-27, 2004

Summaries of the papers presented at the NSRC will be published as a NUREG report by the NRC Office of Nuclear Regulatory Research. This report will be distributed during the meeting to those who register.

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 6 ½ INCHES WIDE BY 8 ½ 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 September 10, 2004** 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.

SUGGESTIONS 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

- 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
 - 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.

*Sources: "Guidelines for Preparation and Use of Visual Aids," Human Factors & Ergonomics Society; "Scientific Presentations," Office of Naval Research