

GUIDELINES FOR ORAL PRESENTATION

This guide was developed for oral presenters at the NRC Spent Fuel Project Office (SFPO) Licensing Process Conference, to aid them in organizing and presenting their talks and supporting them with clear visual aids.

Presenters

1. We would like you to do a presentation that **discusses those lessons learned from your licensing interactions with NRC**. Please limit your presentation to 10-15 minutes. After your presentation, we have allotted approximately 5 minutes **for questions regarding clarification of your presentation**. Remember, Session 3 in the afternoon will focus on a discussion of identifying ways to improve the licensing process by making it more efficient and effective. Your presentation is meant to provide an overview of your previous experience with the licensing process, and to identify pros and cons about it.
2. We will be using Power Point for our presentation. If you prefer to use another media, please contact Eloise Ziegler, at (301) 415-8516 by **January 31, 2005**, so that we can make the appropriate arrangements.
3. If you are planning to use a Power Point presentation, it is highly recommended that you have the presentation submitted ahead of time by **January 31, 2005**. You may send your electronic file via e-mail if it is under 1MB. Any files over 1MB must be sent on a CD-ROM or PC Zip Disks. Your files must be identified with your name and company. If you are using PowerPoint, your presentation will be pre-loaded onto a laptop computer that will be used for the SFPO Licensing Conference. It is strongly recommended that you bring an electronic copy of your Power Point presentation on CD-ROM or overheads as a backup.
4. If you want to provide copies of your presentation, we estimate that approximately 150-200 copies will be needed. We will make copies for you only if you submit it to us by **January 31, 2005**.
5. Regarding your presentation, we will have the following available for your use at the conference:
 - Overhead projector
 - Screen
 - Laser Pointer
 - Lapel Microphone and Lectern with Microphone
 - Computer Projector with Computer

Delivering your Presentation:

We expect approximately 200 people to attend this conference. It will be necessary for you to use a microphone. This conference will be open to the public and is a Category 3 meeting.