

GUIDELINES FOR PANEL PRESENTATION

This guide was developed for panel presenters at the NRC Decommissioning Workshop, to aid you in organizing and presenting your talk and supporting them with clear visual aids.

Guideline on Presentation Materials

1. We would like you to do a presentation that **discusses lessons learned issues from your activities related to decommissioning, and interactions with NRC** . Please limit your presentation to 15-18 minutes. After your presentation, we have **NOT** allotted time for questions regarding clarification of your presentation. However, the Session immediately following the panel presentation (starting at 10:30 AM) will provide an opportunity for discussion of the panel presentations. Your presentation is meant to provide an overview of your previous experiences with decommissioning activities and the licensing process associated with it, and to identify pros and cons about it. We hope your presentation will engender interesting discussions and feedback from other attendees who have had similar or dissimilar experiences.
2. We will be using **PowerPoint** for our presentation. If you prefer to use another media, please contact Derek Widmayer, at (301) 415-6677 by **April 18, 2005**, so that we can attempt to make the appropriate arrangements (but keep in mind that only PowerPoint is supported by the NRC's Office of Information Services).
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 **April 18, 2005**. You may send your electronic file via e-mail if it is under 1MB to daw@nrc.gov. 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 Decommissioning Workshop. It is strongly recommended that you bring an electronic copy of your PowerPoint presentation on CD-ROM or overheads as a backup.
4. If you want to bring copies of your presentation, we estimate that approximately 150 copies will be needed. We will make the necessary copies for you if you submit it to NRC by **April 18, 2005**.

Delivering your Presentation:

1. We expect approximately 100 - 150 people to attend the workshop. It will be necessary for you to use a microphone. This conference will be open to the public and is a **Category 3** meeting (attendance and contributions from the public are actively encouraged)
2. The entire second day of the Workshop (April 21) is being recorded and a transcription prepared for the record. Your slides will also become part of the Workshop record.
3. Regarding your presentation, we will have the following available for your use at the conference:
 - Overhead projector
 - Screen
 - Lectern with Microphone (or Lapel Microphone if preferred)
 - Computer Projector with Computer