

Presentation Guidelines:
Nuclear Physics SBIR/STTR Exchange Meeting
October 24-25, 2011

Due to the large number of presentations and limited time frame, it is essential that speakers strictly adhere to their allocated time on the agenda. We ask all speakers to follow the guidelines listed below:

- Each SBIR/STTR presentation has been allotted 20 minutes with 14 minutes for talk and 6 minutes for question and answer (Q&A). We provide warnings at 5 and 2 minutes before the end of each talk. Please limit the number of slides so as to stay within your allotted time with Q&A. The session chair will intervene at the end of each Q&A session to start the next presentation.
- The NP User facility presentations (4) are allotted 30 minutes each, including presentation and Q/A. For these talks, please allow 8-10 minutes for Q&A.
- To ensure your presentation file is loaded onto the desktop prior to your presentation, we strongly recommend that you submit your power point and/or pdf presentation file to Brenda May (Brenda.May@science.doe.gov) before noon on Friday, September 10th. Each presenter is also required to bring a copy of his/her presentation on a memory stick to the meeting and submit it to Brenda May. It is essential that she has a copy of your final presentation by 8:00 am for the morning sessions and by 12:00 pm for the afternoon sessions. If presentation files are presented to Ms. May as requested, we will do our best to ensure presentation files will be placed on the desktop before your individual talk begins.
- A copy of your submitted talk will be posted on the meeting website. If you do not wish your talk to be posted or would like to post a modified version of your presentation, please let Ms. May know in advance. As a reminder, your presentation should contain no confidential or proprietary information.
- It is recommended your presentation include information on your company and its capabilities, a description of the Phase II project – goals, relevance to the NP program, schedule and deliverables, as well as potential future plans and/or questions for the NP community.
- There will be no written report or follow up actions required for this meeting.
- Please check the meeting webpage periodically for the most up-to-date agenda for the exact start time of your presentation.