Presentation Guidelines:

Nuclear Physics SBIR/STTR Exchange Meeting

August 7-8, 2018

Due to the large number of presentations and desire to end each day early in the evening, 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 17 minutes for the talk and 3 minutes for questions and answers (Q&A). We provide warnings at 5 and 2 minutes before the end of the 17 minutes. 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 your 20 minute time period to start the next presentation. To reiterate - we have a great number of talks to hear over the course of the 2 full days, so staying on schedule is vital.
- The NP User facility keynote presentations (4) are allotted 35 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 PowerPoint and/or pdf presentation file to Brenda May (Brenda.May@science.doe.gov) and SC.SBIR-STTR_Exchange@science.doe.gov before noon EDT on Monday, August 6. Each presentor is also required to bring a copy of her/his 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 computer before your individual talk begins. We strongly suggest you follow this format and not use your own laptop. It takes time to set up and then change back, and we need to keep on-schedule, especially on the second day. If your presentation was prepared with PowerPoint for Macintosh, please test it on a MS Windows machine to ensure it displays properly.
- 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, the version of your presentation that we will post should contain no confidential or proprietary information.
- It is recommended your presentation include some introductory 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.