

Presentation Guidelines:

Nuclear Physics SBIR/STTR Exchange Meeting

August 9-10, 2016

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 25 minutes with 18 minutes for the talk and 7 minutes for questions and answers (Q&A). Those individuals with more than one NP supported grant presenting two talks have been allotted 25 minutes for the first presentation and 20 minutes for the second presentation (14 minutes for the presentation and 6 minutes for Q&A). We provide warnings at 5 and 2 minutes before the 18 minutes are over for 25 minute presentations and before the 14 minutes are over for 20 minute presentations. 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 25 minute time period to start the next presentation.
- 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) before noon on Monday, August 8. 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 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.
- 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.