



National Radiological Emergency Preparedness Conference, Inc.

PO Box 681188, Prattville, AL 36068 ♦ Ph: 334-206-5412 ♦ FAX: 334-206-5387
www.nationalrep.org

Presentation Slides, Summary & Full Paper (*optional*) Submittal

(The link to upload is provided at the bottom of this document)

Basic Requirements:

Unless other arrangements have been made with the National Radiological Emergency Preparedness, Inc., **presenters / speakers**, who have been scheduled on the Conference Program Agenda, **MUST DO items A and B below (item C is optional)**, and use instructions in item D to upload files (see uploading deadlines in item D):

- A. Develop (*suggest to use the format provided below*) slides of the presentation using Microsoft® PowerPoint® (*preferably for Microsoft Office 2000 or later*):

Please note: *The size of the file containing slides of a presentation MUST BE LIMITED TO 10 MB (ten megabytes); files larger than 10 MB may be rejected for uploading and/or publication on the Conference website*

Slides Format (suggested and desirable):

1. Use one slide for each 4 or 5 minutes of talk
2. Display no more than 6 bulleted single-line items on each slide with sub-bullets only as needed
3. Use large (example, 24 – 36 pt size) and bold fonts (such as “Arial Black”) as much as possible
4. Use revision date and slide number

- B. Develop a summary of the presentation using the following format:

Please note: *The summary of a presentation must be limited to 3000 (three thousand) characters including spaces (excluding “Acknowledgement”, “Reference(s)” and “Disclaimer”); we suggest that you use a revision date and number*

Summary Format:

1. **Word Processor:** Microsoft Word® preferred; PDF® is also acceptable
2. **Format: Margins** - Top 1” (2.5 cm), Bottom 1” (2.5 cm), Left 1” (2.5 cm), Right 3/4” (2 cm)
 - ♦ **Presentation Title - Font** - Arial 12 point, UPPER CASE (CAPITAL), center of page; **skip one line**
 - ♦ **Author(s), Phone No. & E-mail Address - Font** - Arial 12 point, mixed case, center of page
[Principal Author, Co-author(s) (separated by a comma)]; **skip two lines**
 - ♦ **Text of the summary - Font** - Arial 12 point, single space, one column, left justified; **skip one line, then draw a single-line bar, and hit “Return” (or “Enter”)**
 - ♦ **Acknowledgement (if any) - Font** “Arial” 10 point, *Italics*; **skip one line**
 - ♦ **References (if any) – Font** “Arial” 10 point, *Italics*; **skip one line**
 - ♦ **Disclaimer (if any) – Font** “Arial” 10 point, *Italics*

Example:

TITLE

Principal Author with phone number & email, Co-author(s) with phone numbers(s) & email(s)

Summary – Summary of presentation (limit it to 3000 characters; use above-specified format)

Acknowledgement:

The author(s) wish to (or gratefully, etc.) acknowledge(s) (names) for their contribution, etc., etc.

Reference(s):

1. Author(s); Title of Reference; Publisher(s), Year of Publication
2. Author(s); Title of Reference; Publisher(s), Year of Publication

Disclaimer (example): *The materials presented here exclusively reflect the opinion of the author(s), and do not express the opinion or position of the organizations where the author(s) are employed. Persons wishing to use this presentation....*



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C. (**Optional**) Prepare **full paper** of your presentation using the following format:

Please note: *The length of the full paper must be limited to 16000 (sixteen thousand) characters including spaces (excluding, "Acknowledgement", "Reference(s)", "Disclaimer", "About the authors")*

Full Paper Format:

1. **Word Processor:** Microsoft Word[®] preferred; PDF[®] is also acceptable
2. **Format: Margins** - Top 1" (or 2.5 cm), Bottom 1" (or 2.5 cm), Left 1.5" (or 3.75 cm), Right 1" (or 2.5 cm)
Page Numbering – Bottom Center
 - ◆ **Presentation Title** - **Font** - Arial 12 point, UPPER CASE (CAPITAL), center of page; **skip one line**
 - ◆ **Author(s)** - **Font** - Arial 12 point, mixed case, center of page
[Principal Author, Co-author(s) (separated by a comma)]; **skip two lines**
 - ◆ **Abstract** - **Font** - Arial 12 point, **bold**, single space, one column, left justified; **skip one line**
(**Note:** use *italics* for the word "Abstract"; see example below)
 - ◆ **Sub-Title** – Font "Arial" 12 point, mixed case and underlined, left Justified
 - ◆ **Text** - Font "Arial" 12 point, single space, one column, left justified
 - ◆ **Figure(s), Table(s)** – Insert figure(s) and table(s) closer (to the extent possible) to where they are referenced in the text
 - ◆ **Conclusions** (if any) - Should be the last Sub-title
 - ◆ **Acknowledgement** [*optional, but encouraged*]; should be added at the end of the paper before Reference(s)
- Font "Arial" 10 point, *Italics*; **skip one line**
 - ◆ **Reference(s)** [*optional, but encouraged*] – Font "Arial" 10 point, *Italics*, single space, one column, left justified; **skip one line**
 - ◆ **"About the author(s)"** (should be the absolute last item of the paper) - Font "Arial" 10 point, single space, one column, left justified; **limit to 300 words**

Example:

TITLE

Principal Author, Co-author(s)

Abstract – Please write the abstract here using **bold text**, and limit it to 300 words.

Sub-Title 1

This is where the text for Sub-Title 1 should begin. Once you finish the text for this sub-title, return to next line, then skip a line, and begin the next sub-title (see below).

Sub-Title 2

This is where the text for Sub-Title 2 should begin. Once you finish the text for this sub-title, return to next line, then skip a line, and begin the next sub-title.

Conclusions

Acknowledgement

The author(s) wish to (or gratefully, etc.) acknowledge(s) (names) for their contribution, etc., etc.

Reference(s)

1. *Author(s); Title of Reference; Publisher(s), Year of Publication*
2. *Author(s); Title of Reference; Publisher(s), Year of Publication*

Disclaimer (example): *The materials presented here exclusively reflect the opinion of the author(s), and do not express the opinion or position of the organizations where the author(s) are employed. Persons wishing to use this presentation....*

About the author(s)

Authors' short biography, phone no. & e-mail address



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- D. Using the instructions provided below, **upload** on the National REP Conf., Inc. server the slides and the summary of the presentation; **DO NOT email slides and summary** to any Steering Committee member of the National REP Conf., Inc.

Slides uploading deadline: *Midnight of March 13, 2010. Slides will be downloaded from the server immediately following the deadline. The Steering Committee of the NREP Conf., Inc. cannot guarantee loading on the conference projection computers any revisions submitted after the deadline, and therefore, will not assume responsibility for the currency of the presentation slides.*

Summary uploading deadline: *Preferred to be the same as the "Slides uploading deadline", but **definitely within 15 calendar days after the conference end day**; uploading capabilities will be locked after this deadline.*

Full Paper (*optional*) uploading deadline: *Within 30 calendar days after the conference end day*

File Uploading Instructions:

1. Find your session number from the Program Agenda. Finding the correct number of your session is important, because your password is distinctly created for YOUR session number.
2. At the end of these instructions, click on "Go to Presenters' Private Page"
3. On this page, in the "Select Presenter Area" window, click on the drop-down arrow (unless you are the first session presenter), find your session (by number) & click on it; your specific session number should now be displayed in this window; do not close this page
4. In the "Password for selected session" window, type in your password (provided to you by the Conference) & click on the "Enter Area" button
5. You should now be in the presenter-specific "Private Page". The list of documents on this page should initially be empty; otherwise, you are either replacing a previously-loaded document, or uploading another document. Also, this page has two hyperlinked buttons: Upload Document and Delete Document
6. If you have previously-loaded files, you may elect to delete those by using the Delete Document button; this is useful to revise your files. If you have revised a file and want to replace the older version (which is already on the server) of this file having the same name, we suggest that you delete the old file from the server first, and then upload the revised file. **Remember:** *You can make as many revisions as you may choose, but the final version MUST BE uploaded by the deadlines specified above*
7. To begin uploading documents, click on the "Upload Document" button; you are now in the area to upload documents. Click on the "Browse" button located next to the "Select File to Upload" window; find your presentation file from your specific directory (your hard drive, CD, floppy, etc.), select the file, and click on the "Upload" button to upload your file; repeat this process to upload multiple files, if necessary
8. After you have finished uploading files, click on Document Inventory link to see the list of files you have uploaded; once satisfied, you can close the browser, or click on the "Home" button to return to the conference home page
9. If you experience difficulties, please contact the Conference Secretary at pcnrep@gmail.com or by phone at 301-415-1647

To upload files,
[Go to Presenters' Private Page](#)