

Introduction to Nuclear Forensics Analysis
Training Course

September 9-11, 2009

Oak Ridge National Laboratory
Oak Ridge, Tennessee

Guidelines for submitting training presentations

Your electronic presentation is due to Joy Nix at Oak Ridge National Laboratory by **Wednesday, August 19, 2009**. Please cc: Howard Hall on all presentations. Classified presentations often are better to ensure clarity without needing to be ambiguous. However, all presentations **MUST** have ADC approval markings completed by your facility. Contact information for Joy and Howard is listed below:

Joy Nix

Phone: (865) 574-8256

Page: First dial (865) 244-4352, then enter (865) 417-5160

Email: nixjd@ornl.gov

High Side Email: ornixjd@doe.ic.gov

Howard Hall

Phone (865) 241-8133

Email: hallhl@ornl.gov

High Side Email: orhallhl@doe.ic.gov

You have two options for sending your presentation to Joy:

1. If your **presentation is unclassified** and does not contain any Official Use Only (OUO), you can simply email it to her at nixjd@ornl.gov. If **your presentation is OUO**, please Entrust it. OUO presentations require appropriate (reason/category) markings. When naming the file, please include the presenter's last name and presentation time and date (Example: [mcgarvey_0900_08_04_09.ppt](#)).
2. If your **presentation is classified**, please use Joy's high side email and send it to her at ornixjd@doe.ic.gov. When naming the file, please include the presenter's last name and presentation time and date (Example: [mcgarvey_0900_08_04_09.ppt](#)).

Your talk will be uploaded to a PC and available on the day of your presentation. Please let Joy know if your presentation was created on a Mac or PC.

The meeting room is large so it is important that you use a large font size for your viewgraphs. Please ensure that a **minimum font size of 16 Points** is used. Larger than 16 Points is preferred.

The presentation standard is MS Powerpoint and a template will be sent to presenters via email.

If you will not be able to have your talk to Joy by August 19, please let her know immediately.