

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE		No. GEN - 024 Rev 0 page 1 of 2
	Subject: Preparation and Review of PPPL Presentations	Effective Date: Jan. 25, 2002	Initiated by: Deputy Director	
		Supersedes: NEW PROCEDURE	Approved: Director	

Applicability

This procedure is applicable to all Departments and Projects making presentations that transcend the contributions of an individual, and are intended to convey the Laboratory's or Project's programmatic perspective.

Introduction

The quality of PPPL presentations and materials being prepared for internal and external audiences must be of the highest standards. Sufficient planning and preparation must be devoted to all such activities. This procedure provides guidance on how to prepare for presentations that transcend the contributions of an individual, and are intended to convey the Laboratory's or Project's programmatic perspective. Such presentations must have an Assigned Task Coordinator and follow the attached "PPPL Presentation Checklist" to ensure adequate preparation and planning, and to involve the Director's Office.

Definitions

Assigned Task Coordinator

Assigned Task Coordinators are responsible for coordinating the preparation of PPPL presentations utilizing the attached "PPPL Presentation Checklist". Depending on the activity, the Assigned Task Coordinator would typically be as follows:

- PAC Meetings - the Project or Program Head;
- Laboratory Presentations - someone from the Director's Office;
- Budget Planning Meetings - the Department or Project Head responsible for the activity being discussed, such as NSTX or NCSX, when more than one talk is given.

PROCEDURE

RESPONSIBILITY

ACTION

Assigned Task
Coordinator

1. Develops the point-of-view (overall message) and how each talk relates to the point of view. This includes determining what decisions need to be reported at the meeting, involving research team in discussions, and working with Director's Office on final decisions as needed.

NOTE: In preparation for PAC meetings, the Assigned Task Coordinator will work with the Director's Office on the charge letter and the agenda.

Assigned Task
Coordinator

2. Submits a draft copy of the Point of View and completed "PPPL Presentation Checklist" to the Director's Office for comments. This should be done prior to it being distributed to other speakers and Project members, and two weeks prior to the presentation. The Point of View includes any decisions that need to be reported at the meeting, and so may require a certain amount of discussion and clarification.

Speakers

3. Generates a draft presentation, at least one week prior to the meeting. A "Boylan" outline, which would be distributed for comments, is useful preparation prior to developing the talk. The draft presentation is distributed to all speakers, the Assigned Task Coordinator and the Director's Office. Drafts should also be made available to members of the Project Team. The Assigned Task coordinator and the Director's Office provide detailed comments on scope, content and relationship between talks. Because the comments will be provided in parallel, the Assigned Task Coordinator needs to resolve the differences with the speakers.

Assigned Task
Coordinator

4. Schedules a dry run, after the comments are incorporated into the slides and materials. Typically, the dry run is held at least three working days prior to the meeting. The dry run is held to address issues of presentation and coordination. The dry run should be three times the duration of the presentation or four times the number of slides in minutes.

Speakers

5. Incorporates comments from the dry run.

ATTACHMENTS

1. PPPL Presentation Checklist

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PPPL Presentation Checklist			Attachment 1

PPPL Presentation Checklist

The Laboratory makes presentations, which transcend the contributions of an individual, and are intended to convey the Laboratory's or Project's programmatic perspective. The following checklist provides guidance on how to prepare such presentations.

Assigned Task Coordinator: _____

(The task coordinator defines the overall message (point of view) and the message for each speaker. For PAC meetings, it would typically be the Project or Program Head, while Laboratory presentations would be someone from the Director's Office. For the Budget Planning Meeting, it will be the Department or Project Head responsible for the activity being discussed, such as NSTX or NCSX, when more than one talk is given. In preparation for PAC meetings, the Task Coordinator will work with the Director's Office on the charge letter and the agenda.)

Overall Point of View for the Presentations: _____

(Task coordinator develops the point-of-view and how each talk relates to the point of view. This includes determining what decisions need to be reported at the meeting, involving the research team in discussions, and working with Director's Office on final decisions as needed.)

Directors' Office Review of Point of View: _____

(A draft copy of the Point of View is provided to the Director's Office, which provides comments as appropriate prior to it being distributed to other speakers and Project/Department members. This point of view document includes any decisions that need to be reported at the meeting, and so may require a certain amount of discussion and clarification. This must be done at least two weeks prior to the meeting.)

List of Speakers: _____

Due Date for Draft Presentation: _____

(Each speaker generates a draft presentation, at least one week prior to the meeting. A Boylan outline, which would be distributed for comments, is useful preparation prior to developing the talk. Presentation is distributed to all speakers, the task coordinator and the Director's Office. Drafts should also be made available to members of the Projects. The task coordinator and the Director's Office provide detailed comments on scope, content and relationship between talks. Because the comments will be provided in parallel, the task coordinator needs to resolve the differences with the speakers.)

Date for Dry Runs: _____

(After the input is incorporated into the slides, a dry run is held to address issues of presentation and coordination. Typically, the dry run is held at least three working days prior to the meeting. The speaker incorporates comments from the dry run. The dry run should be three times the duration of the presentation or four times the number of slides in minutes.)