



36th Annual CNS Conference 40th CNS/CNA Student Conference

Nuclear in the 21st Century: Global Directions and Canada's Role

Toronto, ON June 19 - 22, 2016
Toronto Marriott Downtown Eaton Centre Hotel



May 16, 2016

Dear Plenary Session Speakers:

Re: Guidelines for Plenary Speakers

Thank you for agreeing to be a Plenary Speaker at the 2016 CNS Annual Conference, to be held in Toronto on June 19-22, 2016. The conference organizers appreciate your participation and help in the delivery of the conference.

The purpose of these guidelines is to assist you in your role as a Plenary Speaker. If you feel that any of the information provided is unclear, or information is missing, please let us know.

Before the start of the Conference:

- Please remember to register in time to obtain the early bird registration rate via the following link: [36th CNS Annual Conference and 40th CNS/CNA Student Conference](#). Plenary Session Speakers are expected to register for the Conference in the same manner as all other registrants.
- Provide a copy of your presentation to Dr. Benjamin Rouben at roubenb@alum.mit.edu (due by the first week of June).
- You should be informed on the Session purpose, topic, and structure. The Session Chair will also review the timing for each speaker and approach to the questions and answers (Q&A) portion of the Session.
- Review your session information in the preliminary program (posted on the web: [36th CNS Annual Conference and 40th CNS/CNA Student Conference](#)) as it relates to the session topic, sequence of plenary speakers. Except for panel discussions all presentations are allotted 15 minutes with 15 minutes allotted at the end of the Session for Q&A. The presentations directly proceed one after the other, with all Q&A discussion held until after all the speakers have given their presentations. One or more of the sessions will involve panel discussions and speakers for these sessions will be advised of the format by the session chair.

- Before arriving at the conference, verify the name and date of the session at which you are presenting and as listed under the preliminary program tab on the website: [36th CNS Annual Conference and 40th CNS/CNA Student Conference](#) . The program will also be available in the printed program booklet distributed to all attendees at the time of the Conference.

At the Conference:

- The program booklet distributed to all conference registrants at the time of the Conference contains session time and location information for all sessions. Additionally, the booklet contains information about the speakers' breakfast where you will get an opportunity to meet with your Session Chair as well as the other speakers in your session to discuss themes and expectations of your session.
- Please verify the exact starting time of your session, as plenary sessions do not begin at the same time every day.
- Attend the speakers' breakfast on the day of the session. This is the time to meet with your Session Chair as well as the Executive Chair of the Conference and Co-Chairs of the Plenary Committee.
- Plenary Speakers' pictures, bios and abstracts are posted on the website: [36th CNS Annual Conference and 40th CNS/CNA Student Conference](#) and will be in the program booklet. You may wish to review them ahead of time so you are better prepared to participate in your session. The speakers' breakfast is also an opportunity to review your biographical information with your Session Chair.

Your session:

- Please arrive in the plenary session room about 20 minutes before the start of the session and bring a back-up copy of the presentation file with you on an USB stick (CD, DVD and Blue Ray are not supported), to upload to the session computer. Powerpoint is the preferred presentation file format, but Adobe Reader is also available. Please ensure that your presentation file works with one of these software formats. The audio visual assistant in the room will assist you with uploading your presentation file onto the session computer and with any last-minute preparations. Please advise the audio visual assistant in the room if your presentation contains any movies or animations, as this will be the opportunity to verify these features work.
- As the schedule is very tight, all speakers and chairs for a session from start to finish will be seated on stage to maximize available use of time.
- The Conference Chair or /Plenary Co-Chair will introduce the Plenary Session Chairs who will in turn provide introductory remarks and introduce the speakers.

- The presentations proceed directly one after the other, with all Q&A discussion held until after all the speakers have given their presentation.
- Q&A cards will be distributed throughout the room and will be collected during the session and provided to the Session Chair. The Session Chair will review the proposed questions, pool the questions if possible, select the questions to be asked and direct the questions to one or more of the speakers.

Thank you again for agreeing to be a Plenary Speaker. Please contact us should you have any questions. We will keep you informed if there is any update to these guidelines and we look forward to seeing you at the conference.

Yours sincerely,

Daniel Brady

Daniel Brady
Co-Chair, Keynote Speakers and Plenary Sessions
36th CNS Annual Conference 2016

Phone: (613) 240-6357

Email: daniel.brady@canada.ca

and

Frank Doyle

Frank W. Doyle, B. Eng., MBA, P. Eng., FCNS
Co-Chair, Keynote Speakers and Plenary Sessions
36th CNS Annual Conference 2016

Phone: (416) 230-6049

Email: Frank Doyle pbnc2014@rogers.com

Cc:

Peter Ozemoyah, CNS President elect and Executive Chair, 36th CNS Annual Conference 2016

Paul Thompson, CNS President

Ben Rouben, CNS Executive Director