FY 2018 Annual Merit Review Presentation Instructions
30- MINUTE ORAL PRESENTATIONS AND POSTERS – R&D

Contents

Changes at a Glance / Key Reminders

Oak Ridge Institute for Science and Education (ORISE) will be supporting both the logistics and technical execution of the Annual Merit Review.

Principal Investigators must submit their PowerPoint presentation and PDF to ORISE – Due April 20, 2018.

- The statement "Any proposed future work is subject to change based on funding levels" must be on all slides with future-looking statements,
- A PDF must be submitted with your PowerPoint presentation for posting to the web. (See "Creating a PDF for the AMR Website" on page 8.)

Presentations are public and will be posted on the web.

- You must include the phrase "This presentation does not contain any proprietary, confidential, or otherwise restricted information" on at least the first slide (you may put on all slides if you wish).
- Do not include any proprietary or confidential information. It is your responsibility to ensure that any subcontractor information is not proprietary or confidential.
- Your presentation may not include any slide that has "Official Use Only" or "Sensitive" or any similar wording, or information which your organization might construe as being in such categories.

Graphics must be properly attributed.

- Use original graphics if possible.
- If you use any copyrighted information or graphics or intellectual property, it must be properly attributed. Do not assume subcontractor information may be used without their approval. Do not assume that information or images published on a website can be used without permission.
- If you use copyrighted graphics (including copyrighted photos and journal/magazine covers), you must provide written permission along with your submitted file for it to be accepted by the DOE for the purposes of the Review. Intellectual property includes copyrighted material, including documents, logos, photos, scripts, software, and videos or animations of any type; trademarks; service marks; patents; and proprietary or confidential information.

Indemnification

Important Information – Please Read

- By submitting a presentation file to Oak Ridge Institute for Science and Education (ORISE) for use at the U.S. Department of Energy's (DOE's) Vehicle Technologies Office Annual Merit Review Meeting, and to be provided as hand-out materials, and posted on the DOE's website, except for employees of the Federal Government and DOE laboratory managing and operating contractors, the presentation authors and the organizations they represent agree to defend, indemnify and hold harmless ORISE, its officers, employees, consultants and subcontractors, and the DOE from and against any and all claims, losses, liabilities or expenses which may arise, in whole or in part, from the improper use, misuse, unauthorized use or disclosure, or misrepresentation of any intellectual property claimed by others. Such intellectual property includes copyrighted material, including documents, logos, photos, scripts, software, and videos or animations of any type; trademarks; service marks; patents; and proprietary, or confidential information.
- Employees of Federal Government agencies and DOE laboratory managing and operating contractors collectively represent and warrant that they have acquired the rights and/or permission for use of all intellectual property, as listed above and claimed by others, that is needed for developing and submitting a presentation file to ORISE for use at the DOE's Vehicle Technologies Office Annual Merit Review Meeting, and to be provided as hand-out materials, and posted on the DOE's website.

Due Dates and Submission Guidelines for Oral Presentations

Your oral presentation (.ppt or .pptx) and PDF are due to ORISE by April 20, 2018.

- Please name your PowerPoint presentation file using the file name supplied to you in your presentation request email, e.g., ft002_smith_2018_o. The PDF should be saved using the same name.
- Before sending your file, please do a "**Save As**" to minimize file size.
- Insert images (Insert/Picture/from File) rather than pasting (Copy/Paste). Images pasted from the clipboard will not be compressed and cause the PowerPoint file to become very large.
- If your presentation includes videos, please submit two versions of the PowerPoint, one with videos embedded (with the standard file name) and one with static images in place of the videos (standard file name with "no videos" added, e.g. ft002_smith_2018_o_no_videos).
- No edits or updates will be accepted once the Annual Merit Review has begun. Updates may be given verbally during presentation.

- Please submit your presentation files using the following link:
  https://orausurvey.orau.org/n/AMRVTIntake.aspx
- If you experience any issues uploading your files, please contact ORISE at VTAMR@ORAU.ORG for assistance or for alternative delivery options.

Due Dates and Submission Guidelines for Posters

Poster (.ppt or .pptx) and PDF are due to ORAU by April 20, 2018.

- Please name your PowerPoint poster file using the file name supplied to you in your presentation request email, e.g., ft002_smith_2018_p. The PDF should be saved using the same name.
- Before sending your file, please do a "**Save As**" to minimize file size.
- No edits or updates will be accepted once the Annual Merit Review has begun. Updates may be given verbally during presentation.
- Insert images (Insert/Picture/from File) rather than pasting (Copy/Paste). Images pasted from the clipboard will not be compressed and cause the PowerPoint file to become very large.
- Please submit your poster files using the following link:
  https://orausurvey.orau.org/n/AMRVTIntake.aspx
- If you experience any issues uploading your files, please contact ORISE at VTAMR@ORAU.ORG for assistance or for alternative delivery options.

Evaluation Criteria – R&D for Oral Presentations and Posters

The criteria and weights below should be considered when planning and putting together your presentation!

- Relevance   20%

- Approach   20%

- Technical Accomplishments and Progress   40%

- Collaborations and Coordination with Other Institutions   10%

- Proposed Future Research   10%

- Resources: Reviewers will provide a qualitative evaluation of whether the project's resources are sufficient to achieve the stated milestones in a timely fashion.

All AMR presentations (oral and poster) follow the same content and design guidelines for reviewer scoring.

Oral Presentations

- Oral presenters will be **allowed 20 minutes for the prepared presentation** and updates and **10 minutes for questions**. Time limits will be strictly enforced. Oral presentations should contain a maximum of 15-20 presented slides.
- Presentations are pre-loaded on **PC laptop computers** provided in each session room. The laptops will be equipped with Windows 7, PowerPoint 2013, Adobe Reader, and Windows Media Player.
    - Personal laptops may not be used for presentations in the session rooms.
    - Each session room will be equipped with an LCD projector, screen and a laser pointer.
    - Audio/visual technicians will be available in all session rooms and will provide assistance if necessary.
- **Late information**: Information and research updates that become available following the submission of the presentation but before the AMR may only be supplied verbally at the time of presentation.
    - No changes will be accepted on-site.
    - Any additional information presented must still adhere to the time limitations.
- Speaker Ready Stations will be available on-site immediately before and during the AMR for presentation testing and review.
- Reviewers will receive your submitted presentation prior to the meeting.
- A PDF version of the presentation slides will be available for attendees at the meeting and for download after the meeting from the VTO website: https://energy.gov/eere/vehicles/annual-merit-review-presentations. The PDF files for oral presentations will not include PowerPoint animations, videos, or Reviewer-Only slides.

Poster Presentations

- Bring print-outs of your slides either as individual sheets or a single large poster to put on poster boards (do not include Reviewer-only slides).
    - Poster boards are approximately 4 feet vertical by 8 feet horizontal. Push pins will be provided.
- **Late information**: Information and research updates that become available following the submission of the presentation but before the AMR may only be supplied verbally at the time of presentation.

- No changes will be accepted on-site.
- Reviewers will receive your submitted presentation prior to the meeting.
- A PDF version of the presentation slides will be available for attendees at the meeting and for download after the meeting from the VTO website: https://energy.gov/eere/vehicles/annual-merit-review-presentations.

Oral Presentation and Poster Preparation Instructions

Tips for Preparing your PowerPoint

- Leave a border around the edges of each slide to ensure no data is cut off by the screen edges and skirting when projected.

Slide Size	4:3 format. You must change the slide format BEFORE you make any slides (Design/Slide Size/Standard 4:3).
Fonts	• Use only standard fonts used by both Windows and Mac (Arial, Times New Roman, Courier New, Verdana, Trebuchet MS, etc.). • Do not use proprietary fonts. The PDF conversion process will substitute a similar font, but often with unsatisfactory results. • Suggested minimum font size: 18 point
Background	Recommend white background. Use sufficient contrast for text and background colors.
Images	• Crop images in an image processing software, not PowerPoint. Save the image as an external file (.jpg and .png file formats work well). • Insert the image (**Insert/Picture/from File**) rather than pasting (Copy/Paste). Pasted images are not compressed and cause the PowerPoint file to become very large. • Insert original images in your presentation to preserve image clarity. If originals are not available, it may be an indication the image is copyrighted.
Animations (oral only)	• Be aware that animations do not convert to PDF and animated information may not be visible to reviewers or in the final PDF posted to the web after the meeting. • Use with caution.
Videos (oral only)	• Use only wmv, .avi, or .mpg. Embed the files in the PowerPoint. • Videos do not translate to PDF reliably. Recommend reviewing your PDF and replacing the video with an image, if necessary.
Use of Logos	• Do NOT use the DOE logo or seal in your presentation.

	• If you use corporate logos for organizations other than your own, secure permission for use.

Overall Oral Presentation and Poster Structure

Primary Presentation: These are the slides you will actually be presenting.

- Maximum 15–20 slides
- Please only include work that has taken place since the previous (2017) AMR

Technical Backup Slides: These will be included in the presentation file, but are intended primarily to answer questions or provide supplemental information. These will be included in the meeting proceedings.

- Maximum 5 slides
- Must be placed after main presentation and separated with divider that says, "Technical Backup Slides"

Reviewer-Only Slides (optional): These will not be included in the meeting proceedings.

- No limit to the number, but should be limited to essential information and not overwhelm the reviewers
- Must be placed after any "Technical Backup" slides and separated with a divider that is labeled "Reviewer-Only Slides"

Recommended Slide Order and Sample Presentation

- Title Slide - must include Project ID, name of principal investigator, name of presenter if different, and "This presentation does not contain any proprietary, confidential, or otherwise restricted information."
- Overview Slide - must include timeline, budget, barriers, and partners.
- Relevance
- Resources
- Milestones (if not included as part of Approach)
- Approach
- Technical Accomplishments and Progress

- Responses to Previous Year Reviewers' Comments
- Collaboration and Coordination with Other Institutions
- Remaining Challenges and Barriers
- Proposed Future Research
- Summary Slide
- Technical Back-Up Divider Slide
- Technical Back-Up Slides
- Reviewer-Only Divider Slide
- Reviewer-Only Slides

The attached PowerPoint presentation provides additional information (red instruction box in the top right) and sample slides (green examples box in the top right.)

Creating a PDF for the AMR Website
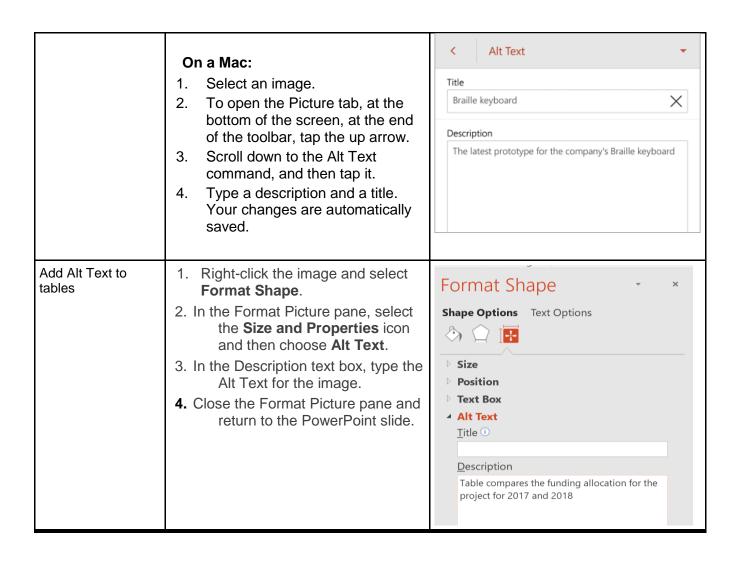
Add Alternate Text to graphics, charts, and tables

Alternate text, or "Alt Text," helps people who can't see the screen to understand what's important in images and other visuals. Recommend only putting text in the description field and leaving the title field blank. Please add Alt Text to key graphics, charts, and tables on each slide.
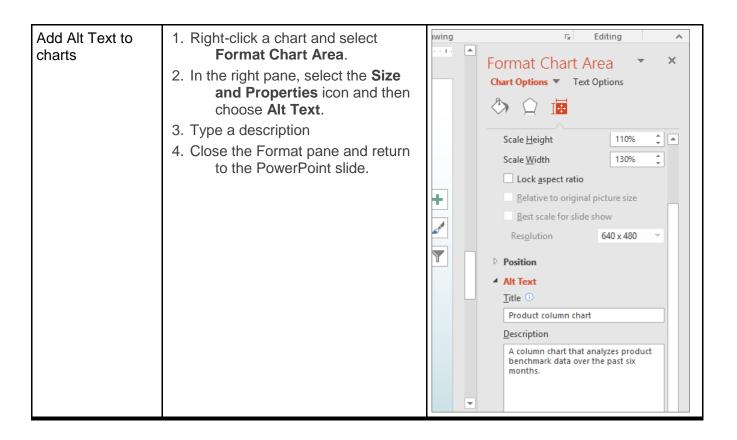
Be accurate and succinct. Do not be redundant. Do not use the phrases "Image of..." or "graphic of..."

Good Alt-Text Example: A large, diverse group of cheering students, standing up, and fist-pumping on the bleachers of a basketball game.

Bad Alt-Text Example: A crowd at a basketball game.

Add Alt Text to images	1. Right-click the image and select **Format Shape.** 2. In the Format Picture pane, select the **Size and Properties** icon and then choose **Alt Text**. 3. In the Description text box, type the Alt Text for the image. 4. Close the Format Picture pane and return to the PowerPoint slide.	**Mac Screen shot**

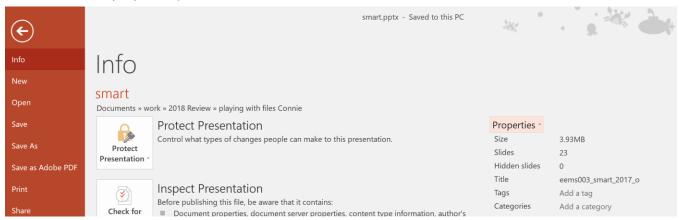|		
	On a Mac: 1. Select an image. 2. To open the Picture tab, at the bottom of the screen, at the end of the toolbar, tap the up arrow. 3. Scroll down to the Alt Text command, and then tap it. 4. Type a description and a title. Your changes are automatically saved.	
Add Alt Text to tables	1. Right-click the image and select **Format Shape**. 2. In the Format Picture pane, select the **Size and Properties** icon and then choose **Alt Text**. 3. In the Description text box, type the Alt Text for the image. **4.** Close the Format Picture pane and return to the PowerPoint slide.	

Add Alt Text to charts	1. Right-click a chart and select **Format Chart Area**. 2. In the right pane, select the **Size and Properties** icon and then choose **Alt Text**. 3. Type a description 4. Close the Format pane and return to the PowerPoint slide.	

Add presentation detail information to the advanced properties menu.

- Under the File tab select Info. Click on Properties and select advanced properties (see more document properties).

On the Summary tab, complete the following fields:

Title: Insert the Title of your presentation

Subject: 2018 Vehicle Technologies Office Annual Merit Review
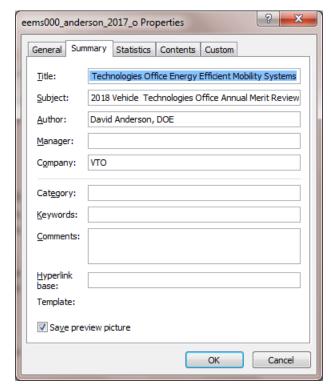
Author: Insert Principal Investigators name
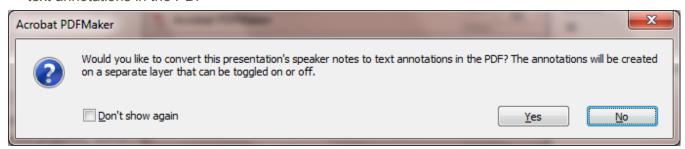
Company: Complete title, subject, author, company.

Save Preview Picture: Please check

Generate the PDF using PowerPoint's "Save as Adobe PDF" option.

- Select filename for PDF. Please use the Project ID assigned to the presentation or poster.
- Select **"NO"** when asked if you would like to convert the presentation's speaker notes to text annotations in the PDF

Review the completed PDF before submitting.

Questions?

Contact us by email:

VTMAR@orau.org

Or contact us by phone:

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