

Suggestions on Presentations for OHEP Annual Program Reviews

- Overview talks should be brief with minimum redundancy with other talks and focus on laboratory-wide issues (vision, priority setting, internal assessment process etc)
- Consider the length of presentations to allow enough time for questions and discussion. A rule of thumb is 1 slide per minute. Additional information can be added as a set of backup slides.
- Most of the individual program presentations should contain the following information as a part of presentations:
 - Program name
 - Program mission and relevance to laboratory's mission
 - Annual budget (SWF and M&S separately, including overhead) allocated for FY06, FY07, FY08, and FY09
 - Head count, FTE count, and breakdown by position (permanent physicist staff, postdocs, engineers, techs etc) of those involved in the program and areas of responsibilities
 - design and construction
 - operations (detector systems, computing etc)
 - physics analysis
 - outreach, community service (e.g., serve on committees etc)
 - Recent research highlights
 - Recent accomplishments by members of research group (do not go back 5~10 years, should be within the last 2~3 years): such as
 - scientific/technical breakthroughs
 - major completions in design and construction
 - major contributions in operations and construction
 - # of technical or physics papers published
 - # of major conference talks given
 - individual excellence (awards, fellowships, prizes etc)
 - Near term goals
 - scientific/technical breakthroughs anticipated
 - accomplishment of goals in design and construction
 - goals in operations
 - goals for analysis and publications
 - concerns, risks
 - Long term scenarios
 - description of long term possibilities
 - resources required to achieve long term possibilities
 - concerns, risks
 - Internal assessments on quality of research (can be a part of overview talks)
- Remember that reviewers will be asked to comment upon:
 - Scientific and technical merit and importance of the area;
 - Quality and impact of the recent research;
 - Adequacy of the allocated resources;
 - Feasibility for carrying out the proposed plans;
 - Comparison with research at other laboratories.

- For FNAL and SLAC, all scientific program activities which were not covered at the Operations Review will need to be presented at the Annual Research Program Review.