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Collins, Jay

**From:** Lupold, Timothy  
**Sent:** Friday, January 11, 2013 11:40 AM  
**To:** Hardies, Robert; Donahue, Joe; Rosenberg, Stacey; Alley, David; Collins, Jay  
**Subject:** Regulatory Information Conference (RIC) 2013 - Planning Information  
**Attachments:** Approved Technical Session Schedule for Distribution as of 122612 (replaced session) rev1.xlsx; RIC Abstract.docx  
  
**Categories:** Red Category

The RIC is approaching very quickly. I envisioned a typical presentation format for our session. I am attaching an abstract for the session that I put together. Also attached is the latest session schedule for the RIC.

What I need to know from you is if there are any special audio/visual needs that you will have. We will have the standard set up of a computer and a projector to project presentations onto a screen. If you plan to use any embedded links within the presentations, please let me know this so that I can ensure the IT support can verify they run properly before the session. If you are planning any wacky special effects or plan on tying in anyone from a remote location, these would be considered special needs. Anything you will need beyond the standard computer and projector/screen, I will need to know so we can alert IT to make this ready. **Please let me know if you have special audio/visual needs as soon as possible.** I will then relay this information to the RIC planners.

You should start preparing presentations. **The due date for presentations is February 4, 2013.**

Bob Hardies will be the chair, introducing speakers and providing the introduction for Joe Donahue's portion on the NDE Improvement Focus Group actions in response to the North Anna weld inspection issue. For those of you who do not know Joe, he is the Vice President of Nuclear Oversight for Duke Energy. He is also the Executive Chairman of the NDE Action Plan Committee. Jay Collins will provide an update on the reactor vessel head examinations, concentrating on the cold head plants. Stacey will provide details surrounding a Quad Cities alloy 600 nozzle that was found leaking. Dave Alley will discuss the CRDM leak that occurred at Palisades. The portion on Doel 3 will either be done by a guest speaker from Belgium or Bob Hardies.

These topics, in sum, is a lot of information. The presentations need to be concise, high level, and limited to 10-15 minutes so we can entertain questions from the audience.

Please let me know if you will not be able to support the February 4<sup>th</sup> date for having the presentations developed. Based on the nature of the topics, our Office of the General Council plans to review the presentations, so we may have an iteration or two before we can finalize them.

Below is the specific information the RIC Committee has forwarded to me.

**Subject:** RIC 2013 - Planning Information for Friendly Reminders

Dear Session Coordinators and Chairs,

Thank you all for your participation and support with regards to RIC related activities. Below are some updates, reminders and guidance for planning:

Updates and Reminders:

**Technical Program Update** – There has been an update to the Technical Session Schedule (see attached). TH31 formerly “Two Years Later: Implementing Lessons Learned from Fukushima” will be

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presented as a tabletop instead of a session. TH31 has been replaced with ASLBP's session: "Regulatory Changes That Would Improve the NRC Adjudicatory Process."

**A/V Setup Forms** – We have received a good number of session A/V and head table setup forms by the 12/27 due date, and want to remind those that still need to submit their forms to do so as soon as possible. It is important that we receive all AV setup forms via [RICMST.Resource@nrc.gov](mailto:RICMST.Resource@nrc.gov) by **Tuesday, January 8, 2013** or sooner if available.

**Training** - As you finalize your list of confirmed speakers, please encourage your NRC speakers to enroll and attend the "Effective Briefing Practices and Techniques for NRC RIC 2013 Speakers" course now available thru ilearn. Enroll by simply entering keywords, "RIC 2013" in the search box and registering. For those who wish to participate from remote locations, the training will be audio and video taped, and VTC arrangements will be made for regional participants. Session Coordinators and Chairs are also welcome to participate in this training. Following the training, materials will be posted RIC Central for future reference.

#### Planning Guidance:

**Session Format** – The technical sessions are 90 minutes in length, including Q/A. The number of speakers and sufficient time for Q/A is very important to the success of the session. As Session Coordinators develop their session, consider the most effective way to present the topic that is interesting and engaging for the audience. Although "presentation format" is more typical, Session Coordinators and Chairs may want to consider the feasibility of a "Discussion Format" or a "Workshop Format." A description of each can be found on RIC Central under Technical Session Toolbox at <http://www.internal.nrc.gov/RIC/pdf/guidance-for-determining-technical-session-format.pdf>.

**Inviting and Confirming Speakers** – At this point, Session Coordinators have invited potential speakers, and have received, or are in the process of receiving confirmation forms, bios and signed external agreement forms from their confirmed speakers. As confirmed speaker information is received, please continue to forward to [RICMST.Resource@nrc.gov](mailto:RICMST.Resource@nrc.gov). **Once confirmed, speakers can begin preparing their presentation materials.**

**Note to Session Coordinators: If you have any changes to the Session Coordinator, Session Chair, or speaker information, the order of speakers or presentation title changes, please forward to RICMST.Resource@nrc.gov as soon as the information is available.**

**Bios** – When submitting bios for your speakers, please remember to include a bio for your Session Chair if they would like it posted to the RIC website.

**Preparing Presentations** - Speakers have approximately one month to prepare their PowerPoint presentations. Guidance for preparing presentations and a sample presentation format are located on RIC Central <http://www.internal.nrc.gov/RIC/> under "Speaker Toolbox." As part of the presentation review process, each year OGC identifies the sessions they want to review presentations for prior to posting on the RIC website. Generally this review is driven by the session topic, and is specific to internal (NRC) RIC speakers only. Once those sessions have been identified, Session Coordinators will be notified. OGC reviews only the slide presentations of NRC RIC speakers. To allow ample time for OGC review/comment, and potential revisions based on OGC's comments, the due date for Session Coordinators to provide all speaker presentations to [RICMST.Resource@nrc.gov](mailto:RICMST.Resource@nrc.gov) is **Monday, February 4, 2013**. After 2/4/13, we will be uploading presentations to the RIC website. Our goal is to have all conference information including bios, presentations, available to the public two weeks prior to the conference.

**Introductory Remarks** – If your session Chair will have introductory remarks that include PowerPoint slides, please include them with your presentation submissions to [RICMST.Resource@nrc.gov](mailto:RICMST.Resource@nrc.gov) and identify them as intro slides.

I hope you find this information helpful. As always, please feel free to contact me with any questions you may have.

Have a safe and happy new year!

**Lorna P. Kipfer, CGMP**

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