

Waste Management, Decommissioning and Environmental Restoration for Canada's Nuclear Activities

September 11-14, 2011, Marriott Toronto Downtown Eaton Centre Hotel

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This conference is being organized in cooperation with the International Atomic Energy Agency, and is co-sponsored by the Atomic Energy Society of Japan, the Chinese Nuclear Society, the Indian Nuclear Society, the Nuclear Energy Agency of the OECD and the Romanian Nuclear Energy Association (AREN).

www.cns-snc.ca

August 15, 2011

Please read the following important information for authors and presenters in Parallel Technical Sessions.

Final Paper for Conference Proceedings

Please be sure to address any comments provided regarding your paper before submitting the final version by the **submission deadline, Sunday, September 11, 2011**. Papers are to be sent by email to cns2011@aecl.ca

Please note that final papers must include the name of the conference and dates as indicated in the header of the Paper Preparation template. Please also note that if there are any references to the acronym "CANDU", the following must appear in the footer "CANDU is a registered trade mark of Atomic Energy of Canada Limited."

Final papers must be submitted in **PDF format**. After conversion to PDF, please be sure to check the file to verify that the conversion has not resulted in text "reflow" such as photos/figures/tables and/or associated captions being orphaned thereby causing large blank areas on some pages.

PowerPoint Slide Decks for Conference Proceedings

PowerPoint slide decks will be included as part of the Conference Proceedings. These will be converted from PowerPoint to PDF using security features to prevent extracting or altering any of the content.

Would you please send an email message to the Conference Administrator (Elizabeth@theprofessionaledge.com) **by August 25, 2011** to confirm whether or not you accept to have your slide deck included in the Conference Proceedings. Please note that you may submit a revised version of the slide deck after the conference, otherwise the version submitted for presentation at the conference will be used.

Updated Preliminary Program

There have been changes to the Conference Program since it was issued in January. Please refer to the updated version on the conference website to confirm the date and time of your presentation.

<http://www.cns-snc.ca/events/waste-management-decommissioning-and-environmental/#pp>

The conference is being organized by the Canadian Nuclear Society in cooperation with the International Atomic Energy Agency, and is co-sponsored by the American Nuclear Society, the Argentina Nuclear Technology Association, the Atomic Energy Society of Japan, the Chinese Nuclear Society, the Indian Nuclear Society, the Korean Nuclear Society, the Nuclear Energy Agency of the OECD and the Romanian Nuclear Energy Association.



Final Conference Program with Abstracts

Please note that the abstract in the version of the paper that you submitted for review will be published in the Final Conference Program. However, you may revise the abstract in your Final Paper that will be published in the Conference Proceedings.

Speaker Biosketch

The speaker who is making the presentation must provide a very brief (2-3 sentence) biosketch that includes their name, position, organization and areas of expertise pertaining to the subject matter of the presentation. This will be used by the Session Chair to introduce the speaker to the audience.

The biosketch should be sent by email to the Conference Administrator no later than August 25, 2011. Email to: Elizabeth@theprofessionaledge.com

Your Presentation

Presentation times are allocated as 25 minutes and three things must happen during that time:

1. Speaker introduction (1 minute)
2. Your talk (20 minutes).
3. Questions (4 minutes).

Session Chairs will maintain rigorous control over the times of presentations in order to maintain the overall conference schedule.

There will be an electronic speaker timer at the podium and the timer will be set for the time allocated to your presentation. A yellow light will come on when you have two minutes remaining, and at that time you should wind-up your presentation. When the red light comes on the Session Chair will proceed to accept questions from the audience.

Speakers' Breakfasts

Speakers are required to attend the Speakers' Breakfast with their Session Chair on the morning of the day they are to make their presentation. The Speakers' Breakfasts are in the Characters Room on the lobby level of the hotel. Each table will have a stand with the name of the Session so that you can locate the appropriate table.

During the Speakers' Breakfast the Session Chairs will ensure that they have your biosketch, that you have submitted your PowerPoint slide deck to the A/V Coordinator and they will run through the details of the schedule and timing for presentations.

Audio-Visual Equipment

Each session room will be equipped with a data projector and a laptop computer (running Windows XP and PowerPoint 2007). If you will be using a later version of PowerPoint, please be sure to back-save to version 2007. Your presentation must be submitted in either PowerPoint 2007 or Adobe Acrobat to ensure problem-free operation during the sessions.

If your presentation was created on a Macintosh system, or if it requires software other than PowerPoint or Adobe Acrobat, please bring your own laptop computer with the presentation installed and meet with the A/V Technician the evening before your presentation to ensure that the correct cabling, etc. is available.

If your presentation requires equipment other than a data projector e.g., wiring to a sound system for embedded audio clips, please notify the Conference Administrator of your specific requirements **no later than August 25, 2011**.

PowerPoint Slide Deck Submission

Speakers are not permitted to load their slide decks onto the computers in the Session Rooms. All speakers must submit their presentations to the A/V Coordinator at the Speaker A/V Check-in Desk to ensure they are loaded onto the correct computer for each Session Room.

Please bring your slide deck with you to the conference on either a portable memory drive or CD and provide it to the A/V Coordinator at the Speaker A/V Check-in Desk according to the following schedule:

Presentation Date

Monday, September 12

Tuesday, September 13

Wednesday, September 14

Submit By

7:30 AM Monday, September 12

5:00 PM Monday, September 12

5:00 PM Tuesday, September 13

Please refer to the attached **Slide Deck Preparation and Submission Guidelines** for other important information.

If you have any questions of a technical nature regarding your paper, please contact me directly by email (cns2011@aecl.ca).

If you have any general questions about the conference logistics, please contact the Conference Administrator (Elizabeth@theprofessionaledge.com)

I look forward to your participation in the Conference.

Sincerely,

Alan Melnyk
Chair, Technical Program Committee