

Panel Review (Hearing) Guidelines

February, 2012
WPI Program Committee

1. Allotted time

- Presentation: about 20 minutes
- Q&A: about 25 minutes
- Wrap up: about 10 minutes
- Total: about 55 minutes

2. Presenters

- As a rule, up to 5 persons including chief entire-project officer and chief center-project officer may attend the hearing.
- Attendance of and presentation by the prospective center director is highly encouraged.

3. Documents to be used by presenters in the hearing

- Presenters should prepare these documents taking into account the comments made by examiners in the document review. They should be kept to a minimum and must be submitted to the secretariat by the prescribed deadline prior to the hearing.
- Documents that have not reached the secretariat by the deadline may not be used in the hearing.
- Presentations should be based on the application materials and additional documents submitted.

4. Points for presenters to keep in mind

- The hearings will be conducted in English. All materials used in hearings are to be prepared in English. Simultaneous interpretation will be provided at the hearings for the panel members; however, all statements and remarks (e.g., explanations, answers to questions) by the presenters shall be in English.
- Presenters should arrive 20 minutes before the scheduled hearing time, as the review may start earlier if prior reviews finish ahead of schedule.
- As allotted time is limited, presentations should be to the point and as concise as possible.
- The following equipment will be available for use in making presentations: liquid crystal projector, computer with Windows software, and connecting cable (D-sub 15 pin cable, 3 sequence pin).
- Neither taping nor filming is allowed during the hearing.

5. Others

- Panel members shall score the proposed project based on the Review Guidelines and record their marks on the Panel Review Form (separately prepared). The secretariat will tally the scores and report them to the Committee.
- The Committee shall meet to deliberate the hearing results, including the reviewers' remarks, and decide on which projects to support.