**International Conference on Research Reactors: Addressing Challenges and Opportunities to Ensure Effectiveness and Sustainability**

**Buenos Aires, Argentina,**

**25 – 29 November 2019**

**Guidance for Keynote and invited Speakers**

* On the day of your session, attend a briefing meeting at 08:00. Please refer to the draft programme available on the [conference website](https://www.iaea.org/events/conference-on-research-reactors-2019).
* Take a seat on the podium throughout the session and move to the lectern to deliver your keynote address.
* Keep within your time limit of 25 minutes – there will be a speakers timer.

* Prepare your presentation(s) in PowerPoint 2016 format (.pptx). Please find attached the IAEA template for oral presentations. Presenters may choose to use the IAEA template or any other template, preferably in a 4:3 ratio.
* In preparation of your slides:
	+ Have an introduction section that introduces the paper objective/topic and a summary conclusion;
	+ Use a standard format for colour for all slides unless needed to emphasize content. Avoid too many colours on the same slide and avoid slide backgrounds that could detract from content understanding;
	+ Slide font size is at least 24 points the majority of the time with the header in a larger size. Advisable not to have more than six lines per slide;
	+ Ensure diagrams, graphics, and photos are legible when projected in the conference room;
	+ Expand any acronyms first time used;
	+ Permissions for copyrighted materials are referenced where used (such as "Used by permission" [name of copyright holder] [date]);
	+ The sources of quotes, IAEA recommendations, etc. used in the session-plan body are referenced (e.g., IAEA Security Series numbers, titles of TECDOCs, etc.).
* Should presentations be submitted in a different format, no responsibility can be assumed for problems arising through file conversion.
* Advise email: Conference.Contact-Point@iaea.org at least one month before the conference, if you need any special software for display or playback of embedded images, videos etc. in your PowerPoint presentation.
* Email your PowerPoint presentation to RR-Conference-2019.Contact-Point@iaea.org by 11 **November 2019**. All files must be titled with the naming convention as follows: **[1:Sesseion Number2: Presenter’s family name]**. Alternatively, bring your file (on a USB memory stick) at least 24 hours before your presentation to the IAEA conference secretariat at the conference venue to be uploaded to the conference PC.
* Please be aware that there will be no provision to use a personal laptop for oral presentation.
* You will be asked to complete a biodata form shortly before the conference.

**Mobile IAEA Conference Application**

You will receive your **login credentials** (password) **to use the IAEA Conferences and Meetings App** to be downloaded to your smartphone or tablet two weeks before the conference. Please make sure to check and update your profile and picture in the App. Programme changes will be reflected in the App along with the available presentations. If you are a logged-in user, you can also send messages to other participants of the conference.

**Please let us know, if you do not wish to share your presentation in pdf after your session with participants via the App.**

Attachments:

Oral presentation template

Updated programme is available on the meeting web page: [conference website](https://www.iaea.org/events/conference-on-research-reactors-2019)