VIRTUAL

28TH IAEA FUSION ENERGY CONFERENCE

FEC 2020
28th IAEA Fusion Energy Conference

CONTRIBUTORS GUIDE

10–15 May 2021

Organized by the

IAEA
International Atomic Energy Agency

Hosted by the Government of France through the

cea
French Alternative Energies and Atomic Energy Commission (CEA)

iter
china eu india japan korea russia usa
ITER Organization

CN-286
www.iaea.org/meetings

1 MANUSCRIPTS

9 April 2021
Deadline for submitting manuscripts <u>through IAEA-INDICO</u>

Page limits for manuscripts:
- Summaries: 20 pages
- Overviews: 12 pages
- Oral presentations: 8 pages
- Overview posters: 12 pages
- Posters: 8 pages

2 MATERIAL

9 April 2021
Deadline for submitting material (presentations, summary slides, posters) <u>through IAEA-INDICO</u>

3 VIDEOS

15 April 2021
Deadline for submitting videos (recorded presentation) <u>through VIMEO</u>

Time limit for videos (<u>strict limit</u>):
- Overview Oral: 21'
- Oral: 17'
- Overview Poster: 7'
- Regular Poster: 5'

THE IMPERATIVES

You have been invited to record by yourself your presentation before the Conference. This document will help you to get started and will give you important recommendations for your presentations.

1 NECESSARY EQUIPMENT

A laptop or a desktop computer with a web camera and a microphone. If you are using a laptop, make sure that your battery is charged.

2 OBS STUDIO

We invite you to record your oral presentation using OBS:
https://obsproject.com
Please follow the demo video to prepare your recording.

https://vimeo.com/518153120

Use a 4/3 layout for yourPowerPoint presentation.

3 CONFERENCE FORMAT

Oral presentations

Every oral presentation has to be recorded in advance and will be broadcast during the conference. Then a slot for questions & answers will go live at the end of each session (after all oral presentations are broadcast), with the session chair and all the session speakers talking live together. Participants will send their questions to the session chair and session speakers through the written chat available.

Posters

Every author will have to send an e-poster as a PDF document through INDICO, and have the possibility to send also a short video through VIMEO:
- 7 minutes maximum for overview posters
- 5 minutes maximum for regular posters
A dedicated written chat will be activated during the poster sessions, for participants to talk with poster authors.
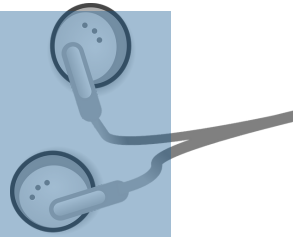
THE IMPERATIVES

You have been invited to record by yourself your presentation before the Conference. This document will help you to get started and will give you important recommendations for your presentations.

HEADPHONES

4

Headphones are highly recommended to avoid echo and for a higher performance.

If you use wireless headphones, make sure that they are charged enough.

CAMERA

5

The camera should be placed at eye level (raise your computer with books). You should look at the camera throughout your presentation.

ENVIRONMEMENT

6

In order to be visible, make sure you are well seated with neutral background. Make sure you are in front of a point of light (a window behind you, could create a backlight). In order to be audible, check that there is no background noises around you before recording.

POWERPOINT SUPPORT

7

For your recording, make sure to **prepare a clear PowerPoint presentation (4/3 layout)**.

Minimize the content of your slides and use a large font for the text to make it easier for the participants to read if they have a slow Internet connection which could make the broadcast blurry.

GET READY FOR THE DIGITAL FORUM

You will find below all the steps to properly record your presentation.

RECORDING

You will find enclosed a tutorial video to use the OBS software.
It will guide you step by step to make the best record possible!

You are responsible for recording your presentation in advance. Your video MUST RESPECT the allocated maximum time for your talk given by IAEA, as well as the deadline.

TRAINING > APRIL

The Company AOS has been appointed to manage live broadcast of the Conference sessions. AOS team will contact you soon for you to get trained to your live performance during the meeting. The training sessions will be organized in April. You will receive an e-mail from fec2020@aoscongres.com.

VIDEOS UPLOADING

Please follow the steps next page to upload your video(s) online on a dedicated server.

Please name the file in this way:
contribution label_surname; eg TH-3-1_Hager

HAVE A GOOD DIGITAL FORUM !

TO UPLOAD YOUR VIDEO(S)

You will find below all the steps to properly upload your video on the dedicated server.

VIMEO UPLOADER ACCOUNT

Go to   https://vimeo.com/

Then LOG IN with the following ID:
Account name: FEC 2020 Contributors
Associated e-mail address: production-b@aoscongres.com
Password: FEC2020Contributors?

☁ Upload

Then visit the "Upload page"
You'll see "Upload to...". Click on this to reveal a dropdown menu.
In the dropdown menu, you'll be able to specify to which account you're uploading.

PLEASE SPECIFY YOU ARE UPLOADING TO "AOS FEC 2020"

Drag and drop anywhere to upload

☁ Or choose files

AOS FEC 2020 ⌄

FEC 2020
Contributors
Owner

AOS FEC 2020
Uploader