International Conference on Radioactive Waste Management: Solutions for a Sustainable Future

1 – 5 November 2021, Vienna, Austria

IAEA GUIDELINES ON THE PREPARATION, PRESENTATION AND SUBMISSION OF VIRTUAL POSTERS

The poster should be a visual presentation of your full paper.
Please use the template provided on INDICO and submit your poster as a:

- PDF file; **OR**
- Pre-recorded 5-minutes single slide presentation.

In case you would like to submit a **pre-recorded** 5-minutes single slide presentation, follow below instructions:

➢ Size and Design

You should design your poster in Microsoft PowerPoint as a landscape slide and ratio 16:9. The final poster will include a pre-recorded presentation using the 'Record Slide Show' function in PowerPoint and **must** be submitted to the IAEA as a **MPEG-4 Video (*.mp4) File, not exceeding 500 MB**.

➢ Logos and Poster Number

Insert the paper ID (IAEA-CN294-**XXX**) on the upper right side of the virtual poster.
Logos of the major institutions can be inserted anywhere on the virtual poster.

➢ Title

The title should be the same as in the submitted abstract and full paper.

The Title of the Paper, Name(s) of the Author(s), Affiliation(s) and Email of the main contact author should be displayed at the top of the poster.

➢ Headings

It is recommended to use capital letters for headings.

➢ Lettering

Use UPPER and lower case for general content, as all-capital text is difficult to read. Avoid using mixtures of type/font styles. The text and presentation should be in **English only**.

➢ Content

The text should be concise and easy to read. Avoid using full sentences, but rather use short text in bullet point format. The message that your poster contains should be clear and understandable without the requirement of oral explanation. If relevant, methods should be presented simply and concisely.

International Conference on Radioactive Waste Management: Solutions for a Sustainable Future

1 – 5 November 2021, Vienna, Austria

After the title, the two most important sections are the *Introduction* and the *Conclusions*. On the basis of these two sections, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These sections need to be very simple, concise, and visually attractive.

Results should be presented graphically if possible. Avoid large tables of data. Results should be in line with those originally submitted in your abstract. If using tables, they should have a short heading.

Use *pictures*, *graphs* and *colour*. "**A picture is worth a thousand words**…". Figure legends are essential and should be short but informative.

Use the space on the poster to attract your audience for discussion, not to present complex details of *methods* and *results*.

Please ensure any logos, graphics or images inserted are of a **high resolution** to avoid them pixelating.

➢ **Video**

Mandatory Requirements for virtual posters:

- Your submitted file must include the *poster only* (single slide) and not multiple slides;

- The video presentation must *not exceed 5 minutes* duration; and

- The final file size must *not exceed 500MB.*

Any posters that do not meet these requirements will be returned.

For more guidance on recording and inserting your video using Microsoft PowerPoint, see **Annex 1 & 2**.

➢ **Submission**

Virtual posters must be submitted via **WeTransfer**. Please save your file with the **INDICO ID number** and your **last name**. The link to the file must be sent by email to B.Altenhofer@iaea.org with CC to RWM2021@iaea.org by **Friday 1 October 2021**. This will allow sufficient time for the Secretariat to check the compatibility of the video presentations with the technical specifications and to ensure suitability before the start of the conference. Posters attached to e-mails cannot be processed.

PRESENTATION DURING THE CONFERENCE

Your poster will be made available on the IAEA Conference and Meetings App (available for free download from the App Store and Google Play), prior to the start of the conference. There will be a commenting box placed under each poster for authors to interact with participants, answer any questions they have and initiate further discussions.

Attachment: Release of Video Presentation and Biographical Summary Form

RELEASE OF VIRTUAL POSTER

I agree that my poster, presented at the **International Conference on the Radioactive Waste Management: Solutions for a Sustainable Future (CN-294/EVT2001735), 1-5 November 2021, Vienna, Austria,** may be made available on the IAEA Conference and Meetings App as a MPEG-4 Video (*.mp4) File.

INDICO ID:	
COUNTRY/INVITED ORGANIZATION:	
FAMILY NAME:	
FIRST NAME:	

YES ☐   NO ☐   **Signature:**

BIOGRAPHICAL SUMMARY FOR SPEAKER

NAME:	
PAPER TITLE:	
AFFILIATION/COMPANY:	
SHORT BACKGROUND FOR INTRODUCTION:	

Please complete and return the forms by email to:
B.Altenhofer@iaea.org with CC to RWM2021@iaea.org
Subject: CN-294 Poster Release Form (INDICO ID #**XXX**)

Important: When returning this form, please ensure to also include in a separate file, a professional photograph of yourself saved in a JPEG format. The photograph should be saved with a resolution of 200 x 200 pixels.

ANNEX 1

TECHNICAL SPECIFICATIONS — PRE-RECORDED VIDEO (VIRTUAL) POSTERS

1. **Video Quality**:
   - Pre-recorded presentation must be made using Microsoft PowerPoint 2016 or a later.
   - Format: Slide Ratio 16:9, MPEG-4 Video (*.mp4), not exceeding 500 MB.
   - Full HD 1080 x 1920 Pixels (if for any reason it is not possible to save the file at 1080p the file must at the very least be saved at 720p to avoid issues with video quality and with playback).

2. **Suitable location / background / preparation**:
   - Record with as much natural light as possible. If it is too dark or the light is unbalanced, turn on the room light and position a desk lamp or other light source. The speaker should be evenly lit and brighter than the background.
   - Find a quiet location. Eliminate any background noise (e.g., switch off air conditioning and close windows to block traffic noise).
   - Dress appropriately as if present at the conference.
   - Practice the presentation before recording the final version.

3. **Audio**:
   - If using a clip-on microphone fasten it at chest height.
   - If possible, use Bluetooth headphones with a built-in microphone or a headset to improve sound quality.

4. **Frame the video shot**:
   - If using a laptop with a built-in camera rest the device on a stable surface; make sure the camera is straight with the lens just below eye level.
   - If using a webcam, camera or phone mount the device on a tripod if you have one; film horizontally (landscape) and not vertically (portrait mode); make sure the camera is straight with the lens just below eye level.

5. **Record the video**:
   - The speaker should look directly into the camera lens to maintain eye contact with the viewers.
   - After pressing the 'Record' button, there should be a time gap of at least 3 seconds before the speaker starts to speak. Stop the recording at least 3 seconds after the speaker has finished.

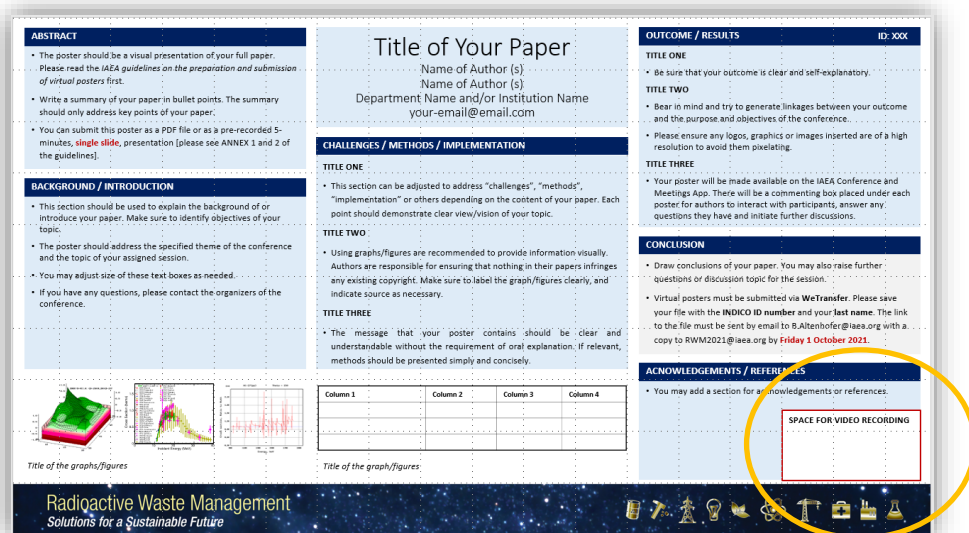6. **Playback to check the video recording**:
   - For sound quality purposes, headphones should be used to check if the recorded sound is clear and understandable.
   - Check if the speaker is in focus and her/his exposure looks even.
   - Consider re-recording if the video and/or sound quality are not good.

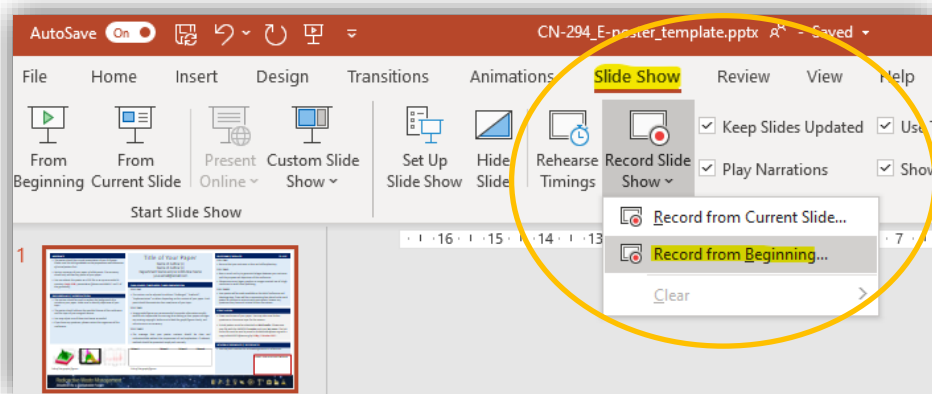# USING MICROSOFT POWERPOINT –
PRE-RECORDED VIDEO
(VIRTUAL) POSTERS

1. Please prepare the poster using the template available on INDICO.

   You should leave a blank space on the bottom right side of the poster where your video will be inserted once recorded.

2. Record your (max.) 5-minute presentation using the **Slide Show Function**:
   - Open your PowerPoint poster
   - Select *Slide Show*
   - Select *Record Slide Show*
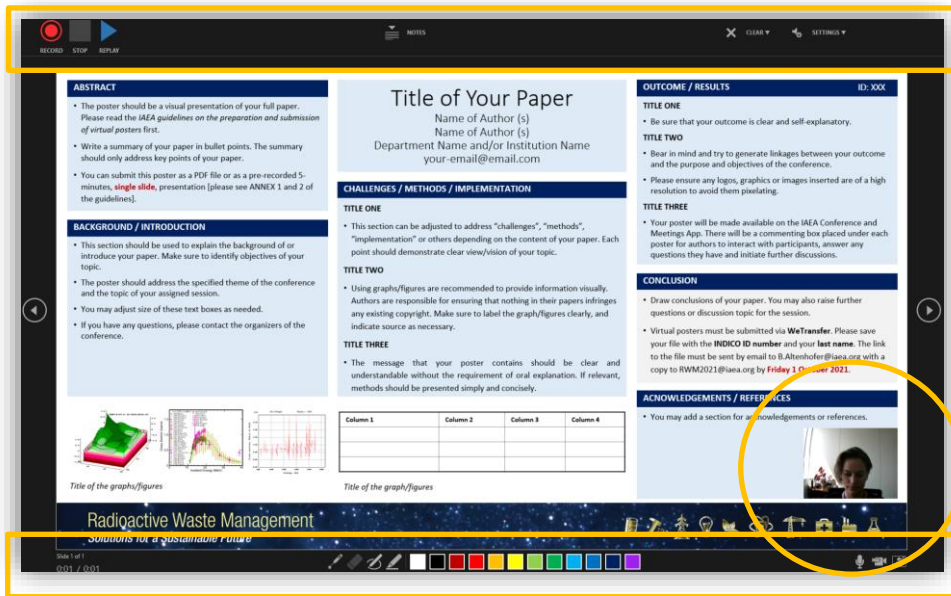   - Select *Record from Beginning*

3. After following the above steps, you will be taken to a **presenter screen**.
   You will see the video projected on the bottom right corner of the slide

   Navigating the **presenter screen**

- Along the top of screen, you will see from left to right:
  - **Record button** – press to start the recording
  - **Stop button** – press to stop the recording
  - **Replay button** – press to replay the recording
  - **Notes dropdown** – you can view your presenter notes here

- **Clear recording button** – you can clear the recording here should you not be satisfied
- **Settings button** – Here you can access your microphone and camera settings

- Along the bottom of the slide, you will see from left to right:
    - **Eraser** – To remove anything drawn in real time on the slide
    - **Pen and Highlighter** - You can use the two pens as a pointer or to draw on the slide in real time
    - **Colour Selection** - You can use the colour pad to select the colour of the pen
    - **Microphone Button** – You can mute your microphone by pressing this button
    - **Camera Button** – You can switch off your camera at any time by pressing this button
    - **Camera Preview Button** – You can switch of the camera preview at any time by pressing this button
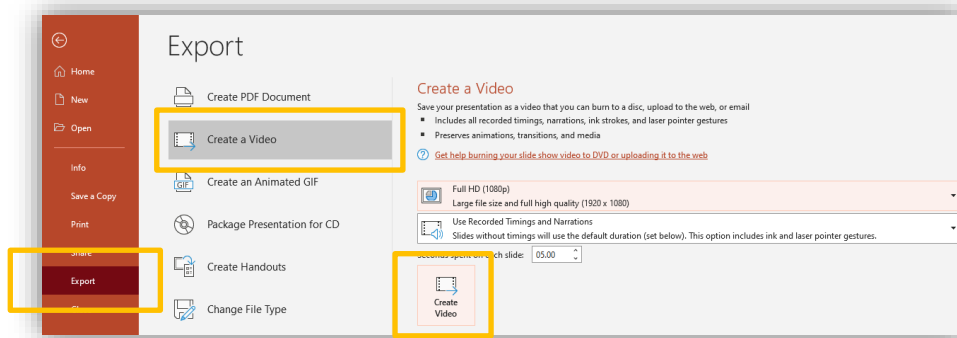

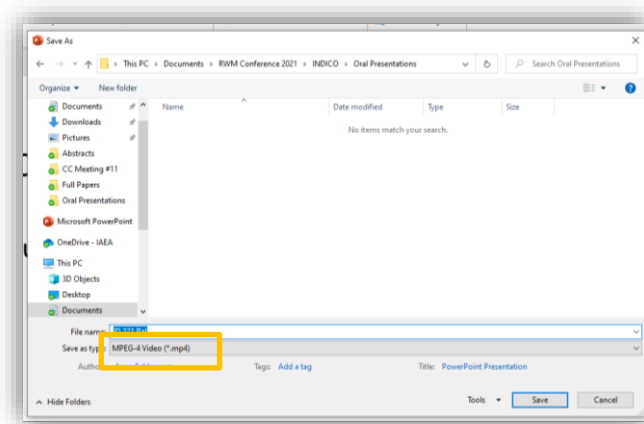4. **Recording** your presentation:
   - To begin recording your presentation press the *record button* on the top left corner
   - The presenter screen will countdown from 3 seconds and then begin to record
   - Record your presentation discussing the various sections of your poster
   - Once you have finished press the *stop button* on the top left corner
   - You can preview your presentation by pressing the *replay button* on the top left corner
   - Once you are satisfied with the recording close the presenter screen, you will return to the main PowerPoint screen and the recording will be automatically inserted into the poster

5. **Exporting** your virtual poster an MPEG-4 Video (*.mp4) file:
   - Go to the *File* tab
   - On the left side of the screen select *Export*
   - Then select *Create a Video*
   - The file should be saved as Full HD 1080x1920 Pixels or at the least 720p / maximum 1080p
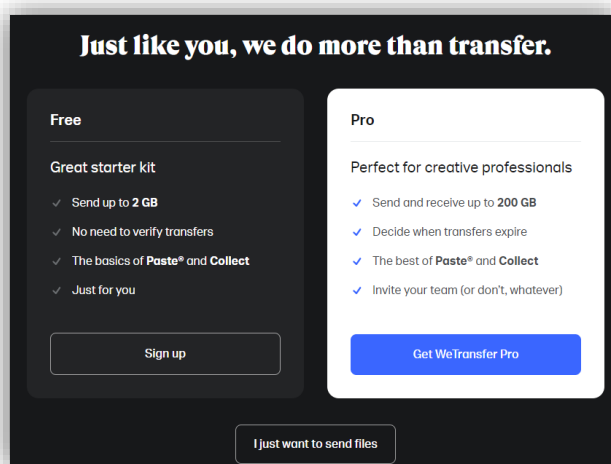   - Keep selected *Use Recorded Timings and Narrations*
   - Press *Create Video*

- A *Save As* dialogue box will appear
- Choose the location where you would like to save the recording
- Ensure the *Save As* type is MPEG-4 Video (*.mp4)
- Save the document with your **INDICO ID number** and your **last name** and press the button to save the file (it will take a few minutes to export the video).

6. Submit your e-Poster via **WeTransfer**
   - Go to the WeTransfer page by clicking here
   - In case you are using WeTransfer for the first time, you will see this screen:

   - Click on the below button saying either "*No Thanks*" or "*I just want to send files*".
   - After you click, the following page will appear:

- Click on the blue "Plus" icon to upload your presentation in MPEG-4 Video (*.mp4) file. Enter B.Altenhofer@iaea.org and RWM2021@iaea.org in the "*Email to*" box and your email address in the "*Your email*" box. In the message box, please do not forget to enter your INDICO ID and full name.

- The Conference Organizers will confirm receipt of your file after submission.