



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

1 – 5 November 2021, Vienna, Austria

## IAEA GUIDELINES ON THE PREPARATION AND SUBMISSION OF PRE-RECORDED ORAL PRESENTATIONS



The PowerPoint of your oral contribution should be a visual presentation of your full paper. Please follow below instructions to prepare your (maximum) 20-minutes oral presentation:

### ➤ **Size and Design**

You should design your presentation in Microsoft PowerPoint as a landscape slide and ratio 16:9 using the [template](#) provided on [INDICO](#). Your final PowerPoint will require the 'Record Slide Show' function to pre-record your presentation and **must** be submitted to the IAEA as a **MPEG-4 Video (\*.mp4) File, not exceeding 2 GB, by Friday, 1 October 2021.**

### ➤ **Logos and Paper Number**

Insert the paper ID (IAEA-CN294-**XXX**) on the cover slide of your presentation. Logos of the major institutions can be inserted anywhere on the slides.

### ➤ **Title**

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

The Name(s) of the Author(s), Affiliation(s) and Email of the main contact author can be displayed on the final slide of the presentation.

### ➤ **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 presentation contains should be clear and understandable without the requirement of oral explanation.

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





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## ➤ Video

**Mandatory Requirements** for virtual presentations:

- The video presentation must *not exceed 20 minutes* duration; and
- The final file size must *not exceed 2 GB*.

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

Pre-recorded presentations 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](mailto:B.Altenhofer@iaea.org) with CC to [RWM2021@iaea.org](mailto: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.

## **PRESENTATION DURING THE CONFERENCE**

In case you cannot attend the conference physically and present in-person, your pre-recorded presentation will be live-streamed during the session and made available on the IAEA Conference and Meetings App (available for free download from the [App Store](#) and [Google Play](#)). For participants attending virtually, there will be a commenting box placed under each presentation for authors to interact and answer questions during the Q&A discussion.

Please submit the following two forms ('*Release of Electronic Presentation*' and '*Biographical Summary for Speaker*') via email by **Friday, 1 October 2021**.

**Attachment:** Release of Video Presentation and Biographical Summary Form

**RELEASE OF ELECTRONIC (MS POWERPOINT) PRESENTATION**

I agree that my presentation, 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](mailto:B.Altenhofer@iaea.org) with CC to [RWM2021@iaea.org](mailto:RWM2021@iaea.org)

Subject: CN-294 Presentation 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.

## TECHNICAL SPECIFICATIONS — PRE-RECORDED ORAL PRESENTATIONS



### 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 2 GB.
- 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:



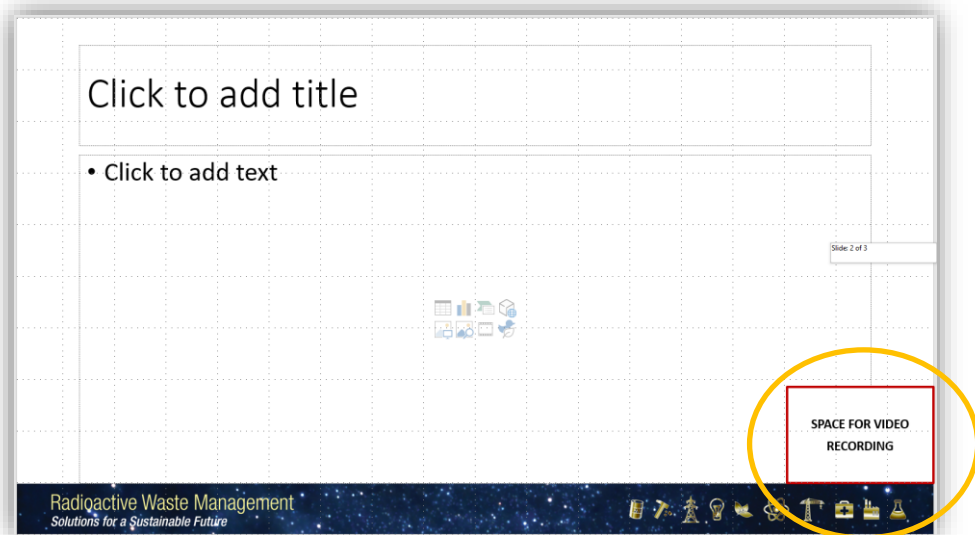
- For sound quality purposes, headphones should be used to check if the recorded sound is clear and understandable.
- Check if the speaker is in focus and her/his exposure looks even.
- Consider re-recording if the video and/or sound quality are not good.



## USING MICROSOFT POWERPOINT – PRE-RECORDED ORAL PRESENTATIONS

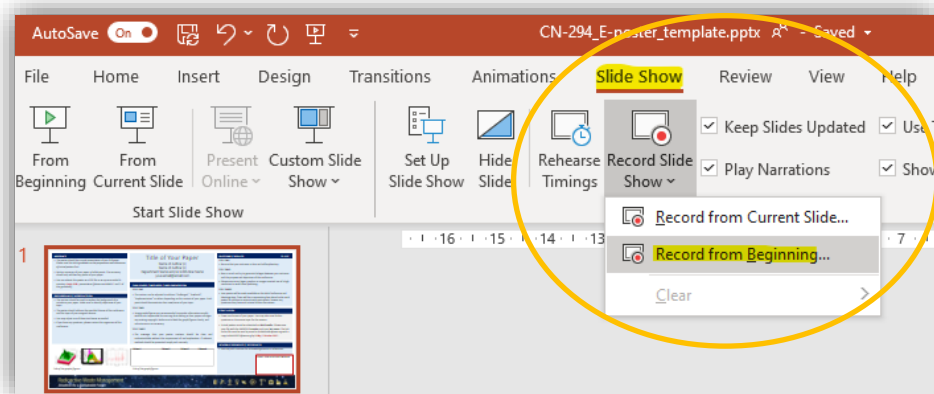
1. Please prepare the presentation using the [template](#) available on INDICO.

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



2. Record your (max.) 20-minutes presentation using the **Slide Show Function**:

- Open your PowerPoint presentation
- Select *Slide Show*
- Select *Record Slide Show*
- Select *Record from Beginning*



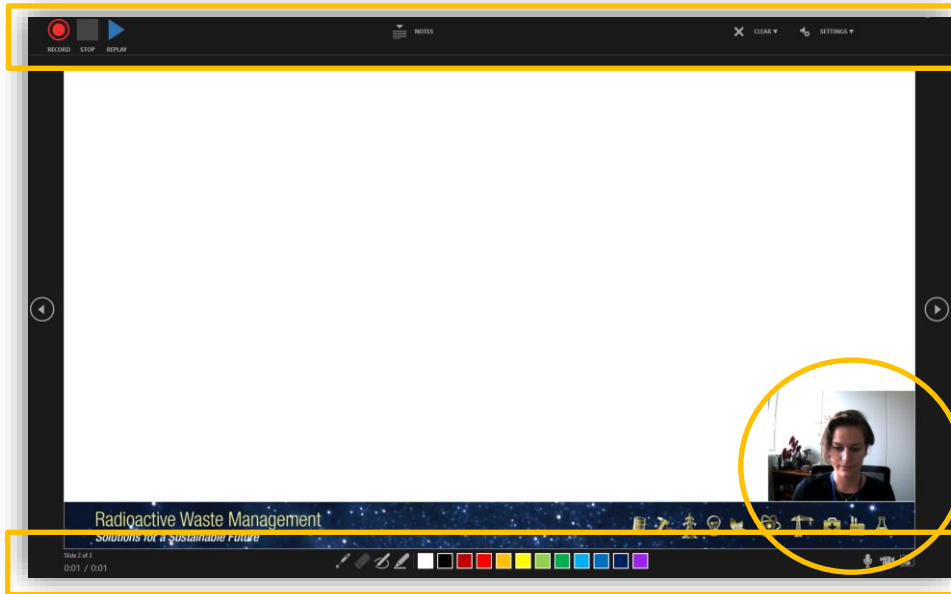
3. After following the above steps, you will be taken to a **presenter screen**. You will see the video projected on the bottom right corner of the slide

### 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

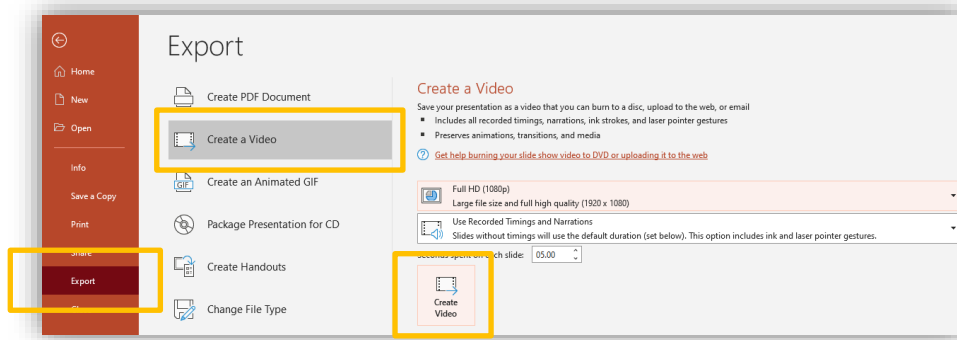


#### 4. **Recording** your presentation:

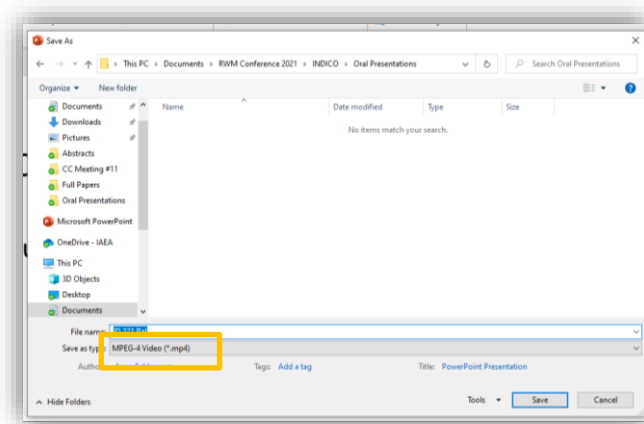
- To begin recording your presentation press the *record button* on the top left corner
- The presenter screen will countdown from 3 seconds and then begin to record
- Record your presentation discussing the various sections of your poster
- Once you have finished press the *stop button* on the top left 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*

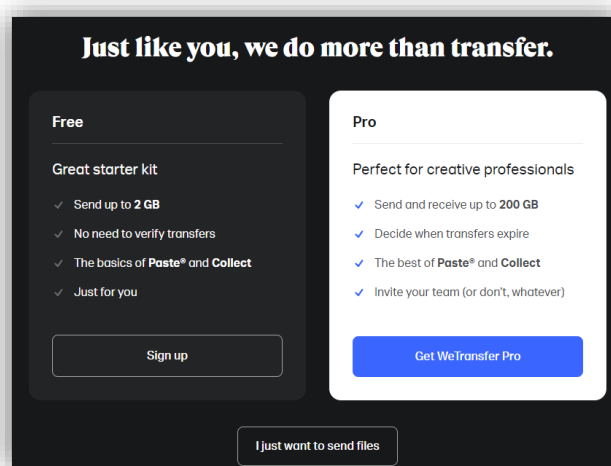


- A *Save As* dialogue box will appear
- Choose the location where you would like to save the recording
- Ensure the *Save As* type is MPEG-4 Video (\*.mp4)
- Save the document with your **INDICO ID number** and your **last name** and press the button to save the file (it will take a few minutes to export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







The screenshot shows an email composition window. At the top, there is a blue plus icon followed by the text "Upload files" and "Or select a folder" in smaller text. Below this are four input fields: "Email to", "Your email", "Title", and "Message". At the bottom left, there is a blue circle with three dots, and at the bottom right, there is a grey button labeled "Transfer".

- Click on the blue “Plus” icon to upload your presentation in MPEG-4 Video (\*.mp4) file. Enter [B.Altenhofer@iaea.org](mailto:B.Altenhofer@iaea.org) and [RWM2021@iaea.org](mailto: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.

