

GUIDELINES ON THE PREPARATION OF LIVE ORAL PRESENTATIONS



The PowerPoint of your oral contribution should be a visual presentation of your full paper. Please follow below instructions to prepare your oral presentation as follows:

➤ 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 be loaded and projected in the presentation room by the IAEA team, and therefore **must** be submitted to the IAEA as a **PowerPoint (.ppt/.pptx) File, not exceeding 2 GB, by Friday, 12 August 2022.**

➤ Video Duration - Mandatory Requirements for virtual presentations:

- The video presentation must ***not exceed 25 minutes*** duration for ***invited plenary talks***
- The video presentation must ***not exceed 15 minutes*** duration for ***oral presentations***

➤ Logos and Paper Number

Insert your paper ID (xxx) on the cover slide of your presentation using the label: **IAEA-CN290-xxx**. Logos of the major institutions can be inserted anywhere on the slides.

➤ Title

The title should be the same as in the submitted abstract.

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.

#ICARST2022

➤ Submission

- Powerpoint documents of the presentation slides must be submitted by **Friday 12 August 2022** via **email** (see instructions below).
- Please save your file with the **INDICO ID number** and your **last name**.
- The file must be sent by email to: icarst-2022.contact-point@iaea.org with CC to S.Loftin@iaea.org

This will allow sufficient time for the Secretariat to organize your file for presentation at the conference. The IAEA team will load the slides, and you will have access to a clicker to navigate your presentation. Use of personal laptops to run the presentation is not permitted.

Please also submit the following forms (*'Release of Electronic Presentation Slides'* and *'Biographical Summary for Speaker'*) via email by **Friday 29 July 2022**.

Attachment: Release of Electronic Presentation Slides & Biographical Summary Form
(please download [here](#), fill and submit)

RELEASE OF ELECTRONIC (PDF) PRESENTATION SLIDES

I agree that my oral presentation slide deck, presented in-person at the **2nd International Conference on Applications of Radiation Science and Technology, 22–26 May 2022, Vienna, Austria (CN-290/EVT2001727)** may be made available on the IAEA Conference and Meetings App as a PDF (*.pdf) 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 (100-200 WORDS):	

Please complete and return this form by email to:

icarst-2022.contact-point@iaea.org with CC to S.Loftin@iaea.org by Friday **29 July 2022**.

Subject: CN-290 Video Presentation Release Form

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.