# GUIDELINES for EXTERNAL ORAL PRESENTERS

## SPEAKER INFORMATION

Using the forms below, complete your **biographical summary and release of presentation and sign it**. Send these documents to your session owner with a copy to [Safeguards2022@iaea.org](mailto:Safeguards2022@iaea.org) by **30 September 2022**.

## PREPARING YOUR PRESENTATION

* You should design a presentation in MS PowerPoint as a landscape slide and ratio 16:9.
* Your presentation must be **less than 15 minutes**. The specific time limit (which may be less than 15 minutes) for your presentation will be communicated by your session owner.
* Orient your presentation to address the session topic and objectives (as communicated to you by the session owner) and the overall Symposium themes.
* Name your presentation using your **session code (e.g. SG01), abstract ID number and full name** (e.g. SGO1 XXX first name last name).
* Submit your slides latest by **12 October 2022** to your session owner. Your session owner will review them and may provide feedback.
* Submit your final slides by **26 October 2022** with a copy to [Safeguards2022@iaea.org](mailto:Safeguards2022@iaea.org) using *Subject line*: your session code and abstract ID number. Should you need to make changes to your presentation after this, kindly inform your session owner with a copy to the Symposium Secretariat by email ([Safeguards2022@iaea.org](mailto:Safeguards2022@iaea.org)) or submit it directly during the event.

## ON THE DAY OF THE SESSION

* Each session will be led by Co-Chair(s) who will guide you through the session.
* You will be invited to a mandatory briefing before your session.
* Take a seat on the podium throughout the session and move to the lectern to deliver your presentation.
* Keep within the time limit set by your session owner – there will be a timing clock. Speakers exceeding the time limit will be interrupted by the Chair.
* Please be brief in your answers during the Q&A session.

Please download for free the Conference App from the [App Store](https://apps.apple.com/us/app/iaea-conferences-and-meetings/id1033279470) and [Google Play](https://play.google.com/store/apps/details?id=com.superevent.iaea&hl=en) prior to the start of the Symposium.

If you have any questions, please email your session owner with cc: to [Safeguards2022@iaea.org](mailto:Safeguards2022@iaea.org).

**Attachments:** Biographical Summary and Release of Biography and Presentation Material forms

**BIOGRAPHICAL SUMMARY**

Please ensure to include in a separate file your photo saved in a JPEG format with a resolution of 200 x 200 pixels. Send the photo together with the following two forms to your session owner with a copy to [Safeguards2022@iaea.org](mailto:Safeguards2022@iaea.org) by **30 September 2022**. *Subject line*: CN-303 Forms (session code, abstract ID number and full name).

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| FAMILY NAME: |  |
| FIRST NAME: |  |
| PAPER TITLE &  ABSTRACT ID NUMBER: |  |
| AFFILIATION/COMPANY: |  |
| COUNTRY /  INVITED ORGANIZATION: |  |
| BRIEF BIOGRAPHY for the CONFERENCE APP  (max. 250 characters) |  |

**RELEASE of BIOGRAPHY and PRESENTATION MATERIAL**

I agree that my presentation and biography for the **Symposium on International Safeguards: Reflecting on the Past and Anticipating the Future (CN-303/EVT2005412), 31 October– 4 November 2022, Vienna, Austria,** may be made available on the IAEA website and the Conference App.

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| FIRST NAME: |  |

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| YES | NO  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |