# GUIDELINES for PANELLISTS

## SPEAKER INFORMATION

* Using the forms below, complete your **biographical summary and release of biographical summary 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 REMARKS

* Panel sessions are interactive, moderated discussions during which panellists engage in response to questions and comments by the moderator, other panellists and the audience.
* Your session owner will inform you if you are to prepare, in advance, introductory remarks on the discussion topic of the panel. If so, your remarks **must be less than 5 minutes**. Kindly note that panellists are to deliver their remarks without visual aides (i.e. slides).
* If your session owner requests you to prepare introductory remarks, please share them with the session owner and the moderator **by 21 October**.
* To help you prepare, your session owner and moderator will share, in advance, the questions for the panel, which will be in line with the session topic and objectives (as communicated to you by the session owner) and the overall Symposium themes.

## ON THE DAY OF THE PANEL DISCUSSION

* Each panel will be led by a moderator who will guide you through the discussion.
* You will be invited to a mandatory briefing before your panel.
* Please keep your remarks and responses brief to enable an interactive session among all the panellists. Too lengthy remarks will be interrupted by the moderator.

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 send an email to your session owner with a copy to [Safeguards2022@iaea.org](mailto:Safeguards2022@iaea.org).

**Attachments:** Biographical Summary and Release of Biography forms.

**BIOGRAPHICAL SUMMARY**

Please ensure to include in a separate file your photo saved in a JPEG format with a resolution of 200x200 pixels. Send the photo together with the following two forms, by **30 September 2022** to your session owner with a copy to [Safeguards2022@iaea.org](mailto:Safeguards2022@iaea.org). *Subject line*: CN-303 Forms (session code (e.g. SG01) and full name).

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| FAMILY NAME: |  |
| FIRST NAME: |  |
| AFFILIATION/COMPANY: |  |
| COUNTRY /  INVITED ORGANIZATION: |  |
| BRIEF BIOGRAPHY for the CONFERENCE APP  (max. 250 characters) |  |

**RELEASE of BIOGRAPHY**

I agree that my 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 Conference App.

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| COUNTRY /  INVITED ORGANIZATION: |  |
| FAMILY NAME: |  |
| FIRST NAME: |  |

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