International Conference on the Management of Spent Fuel from Nuclear Power Reactors: Meeting the Moment (CN-323), #SFM24

Vienna, Austria
10-14 June 2024

IAEA Guidelines for Speakers

Roles and Responsibilities

The Conference Secretariat at the IAEA will be responsible for the setting up and hosting of all conference sessions. Each session will be facilitated by the Conference Secretariat, and you will be guided through the process. Please see a summary of your individual role in the conference below.

On the Day

The speaker should note the following for their session:

- On the day of your session, attend a briefing meeting 30 minutes before the 1st morning/afternoon session (as applicable). Please refer to the draft programme on the conference website.

- Take a seat on the podium throughout the session and move to the lectern to deliver your presentation.

- Give your presentation from the main lectern in the conference room, the Power Point slides you have provided will be displayed in the room.

- Keep within your time limit (please see programme) of 20 minutes including question and answers (15 minutes presentation + 5 minutes Q&A).

- Questions and comments received will be directed by the Chairperson to the individual speaker or to the wider group as a whole.

- Prepare your presentation(s) in **.PPTX** format. Please find attached the IAEA template for oral presentations. You can find it also on the INDICO platform. Presenters may choose to use the IAEA template or any other template in a 16:9 ratio.

- Should presentations be submitted in a different format, no responsibility can be assumed for problems arising through file conversion.

- Advise by email before the conference, if you need any special software for display or playback of embedded images, videos etc. in your PowerPoint presentation.

- Upload your PowerPoint presentation by **27 May 2024 in INDICO**. All files must be titled with the naming convention as follows: **[Abstract ID_Presenter's family name.pptx]**. Only as a backup, bring your file to the IAEA conference on a USB memory stick.
- Please be aware that there will be no provision to use a personal laptop for oral presentations, the presentations are run from an IAEA device.

- You will be asked to complete an online biodata form shortly before the conference.

Mobile IAEA Conference Application

You will receive your **login credentials** (password) **to use the IAEA Conferences and Meetings App** to be downloaded to your smartphone or tablet in the week before the conference. There will also be a link that allows you to load the content through your web browser on your personal computer or laptop. Programme changes will be reflected in the App along with the available presentations and presenters' biodata. If you are a logged-in user, you can also send messages to other participants of the conference.

Please let us know, if you do not wish to share your presentation in pdf after your session with participants via the App.