**International Conference on Enhancing the Operational Safety of Nuclear Power Plants**

**15-19 April 2024**

**Beijing, China**

**Ref: CN-284/EVT2300035**

**Guidelines for Oral Presentations**

**PREPARATION OF AN ORAL PRESTENATION**

All oral presentations at the Conference will be delivered as part of a specific session, according to the published programme. Unless otherwise instructed, each oral presentation is expected to be no longer than 20 minutes; questions will be held until the send of the session, but we have allowed 3-4 minutes handover time between presentation where there would be an opportunity for one/two questions if this was necessary.

Oral Presentations should meet the following criteria:

* Prepare a PowerPoint presentation. The title should be the same as in the submitted abstract. File name format: INDICO ID NUMBER\_ LAST NAME \_ORAL (Example: 123\_Miller\_ORAL).
* Complete the Biographical Data and Release Form
* **15 March 2024**: Send your PowerPoint presentation, and the Biographical Data and Release Form via email to the Conference Secretary. Kindly note that presentations from personal laptops will not be possible.
* As a back-up, bring your PowerPoint presentation to the conference on a flash drive.
* On the day of your session, before your session starts, you are kindly requested to attend a pre-briefing to meet your chairperson and fellow session speakers.
* Note: *it is not necessary to produce a written paper to support your presentation. The conference proceedings will consist of a summary of the main topics discussed during each session and will be produced during the conference.*

**Summary**

* Your PowerPoint presentation must be submitted by **15 March 2024.**
* Please save your file in this format:
* **INDICO ID NUMBER\_ LAST NAME \_ORAL The file must be send to** OS2024@iaea.org or s.p.morgan@iaea.org
* The Bio Data and Release Form to be found on INDICO should also be completed and sent to OS2024@iaea.org or s.p.morgan@iaea.org by **15 March 2024.**