



#ICARST2025

## GUIDELINES ON THE PREPARATION OF ORAL PRESENTATIONS

The PowerPoint of your oral contribution should be a visual presentation of your paper.

Please follow below instructions on how to prepare your oral presentation:

### ➤ 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, 7 March 2025**.

### ➤ Duration - Mandatory Requirements for presentations:

- The presentation must ***not exceed 30 minutes*** duration for ***invited plenary talks***.
- The 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-CN332-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.

### ➤ Submission

- PowerPoint documents of the presentation slides must be submitted by **Friday 7 March 2025** via **email** (see instructions below).
- Please save your file with using the [Naming Convention for all Files](#)

➤ **Uploading your Presentation:**

- Login into your [INDICO](#) account.
- In the menu on the left, select '**My Contributions**' in '**My Conference**'.
- Click on the title of the submission that you want to upload materials for.
- At the bottom of the page, click on the pencil icon on the right side of '**Presentation Material**'.
- Select '**Upload files**' and choose the appropriate files to upload.
- Click the '**Upload**' button in the bottom right-hand corner of the dialogue box.
- Alternatively, should you have any difficulties to upload the file in INDICO, you can submit the file by email to: [ICARST-2025@iaea.org](mailto:ICARST-2025@iaea.org) with CC to [S.Liu@iaea.org](mailto:S.Liu@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 fill and submit the '**Release of Electronic Poster Presentation and Biographical Summary Form**' online form here: <https://forms.office.com/e/gWGd6JgWAm>) by **Friday 7 March 2025**.