



GUIDELINES ON THE PREPARATION OF ORAL PRESENTATIONS

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

Please follow the instructions below 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 via email at RNI2025@iaea.org as a **PowerPoint (.ppt/.pptx) File, not exceeding 2 GB, by 1 October 2025**. Please bring a backup copy of your presentation with you to the conference.

➤ Duration - Mandatory Requirements for presentations:

- The presentation must **not exceed 45 minutes** duration for **invited keynote presentations**. *Please allow for 25-30 minutes of lecture followed by 10-15 minutes for questions from the audience. Total time allocated to keynotes, including question and answer, is 45 minutes per presentation.*
- The presentation for accepted synopsis must **not exceed 15 minutes** duration for **oral presentations**. *We plan on having 3 presentations followed by a 15-minute question and answer session, so presenters can use all their time allotted and save time for questions during the separate session.*

➤ Logos and Paper Number

Insert your synopsis ID (xxx) on the cover slide of your presentation using the label: **IAEA-CN337-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 an oral explanation.

Please ensure any logos, graphics or images inserted are of a **high resolution**

Use pictures where possible. Tables are discouraged unless very legible and easy to read from the back of the room.

➤ **Submission**

- PowerPoint documents of the presentation slides must be submitted by **1 October 2025**

➤ **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: RNI2025@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 **Biographical Summary Form** online form [here](#) by **1 October 2025**