International Conference on the Management of Spent Fuel from Nuclear Power Reactors: Learning from the Past, Enabling the future

Vienna International Centre, Vienna, Austria

24−28 June 2019

Guidance for Speakers

- 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 available on the [conference website](#).

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

- Keep within your time limit (please see programme) of 20 minutes including question and answers – there will be a timing clock.

- Prepare your presentation(s) in PowerPoint 2016 format (.pptx). Please find attached the IAEA template for oral presentations. Presenters may choose to use the IAEA template or any other template, preferably 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 M.Neuhold@iaea.org at least one month before the conference, if you need any special software for display or playback of embedded images, videos etc. in your PowerPoint presentation.

- Email your PowerPoint presentation to SFM19.Contact-Point@iaea.org by **17 June 2019**. All files must be titled with the naming convention as follows: **[1:INDICO abstract ID_2: Presenter's family name]**. Alternatively, bring your file (on a USB memory stick) at least 24 hours before your presentation to the IAEA conference secretariat at the conference venue to be uploaded to the conference PC.

- Please be aware that there will be no provision to use a personal laptop for oral presentation.

- You will be asked to complete a 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 two weeks before the conference. Please make sure to check and update your profile and picture in the App. Programme changes will be reflected in the App along with the available presentations. 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.

Attachments:
Oral presentation template
Updated programme is available on the meeting web page: [conference website](#)