TASKS OF KEYNOTE SPEAKERS, CHAIRPERSONS, PANELLISTS

KEYNOTE SPEAKERS

- The scope of the paper should reflect the issues identified in the notes in the draft conference programme.
- Send the written paper, not more than 6 (six) pages to the Conference Secretariat (email: papers.decom06@iaea.org) **not later than 15 June 2006**. Please see IAEA guidelines for authors on preparation of manuscripts for proceedings on the conference website.
- Liaise with the Session Chair and the Secretariat on the content of the presentation and the issues to be addressed in the panel discussion before the conference.

- Standard facilities foreseen for presentation are powerpoint and overhead/transparencies. In the interest of time efficiency powerpoint presentations will be loaded and tested on the conference computer in advance. If you intend to use powerpoint please email your presentation to the conference organiser, Ms. K. Morrison (k.morrison@iaea.org), if possible by **2 December 2006**.

SESSION CHAIRPERSONS

- Liaise with the Keynote Speakers and the Secretariat on the content of the presentation and the issues to be addressed in the panel discussion before the conference.
- Moderate the session.
- Lead the discussion in the panel discussion ensuring all important items are discussed.
- Draw conclusions and recommendations of the session.
- Present conclusions and, as appropriate, recommendations for discussion during the final session and provide them in writing for inclusion in the proceedings.

PANELLISTS

- Give a five-minute presentation on the topic. Provide a copy of your presentation no later than 1 December 2006 to the Conference Secretariat (email: **papers.decom06@iaea.org**).
- In order to maximize the use of time powerpoint or presentations using other visual aides are not required.