

## INSTRUCTIONS

### HOW TO PREPARE THE SYNOPSIS:

Anyone wishing to present a paper or poster at the conference must submit a two page synopsis of about 800 words (in English). The synopsis should give enough information on the contents of the proposed paper (full manuscript) to enable the Programme Committee to evaluate it. Introductory and general matters should not be included.

### HOW TO SUBMIT THE SYNOPSIS:

The synopsis must be submitted as indicated in the Announcement under section 9 'Channels of Communication'. Deadline is 10 December 2009.

### HOW TO USE THE SYNOPSIS TEMPLATE

Authors are urged to make use of the Synopsis Template in Word 2000 and the user instructions available on the conference website:

<http://www-pub.iaea.org/MTCD/Meetings/Announcements.asp?ConfID=38089>

- Right-click on the template link and select "Save Target As" from the menu; save the template in the standard templates folder (the location can be found in Word under "Tools/Options/File Locations/User templates").
- To create a new document using this template in MS Word, choose "File/New" and select "IAEA Synopsis" under the "General" tab.
- Select "Create New Document" and click on the "OK" button. (Please note that the template will not work if opened using "File/Open".)

#### *Synopsis properties:*

When a new document is created, the initial dialog box (called "*Synopsis Properties*") will appear on your screen and should be filled out as directed. In case of more than one institute, each institute should be a "New" entry. For each author, select the appropriate institute. When the "OK" button on the dialog box is clicked, the information entered is saved and inserted at the appropriate places in the paper.

The dialog box can be recalled from the "*IAEA Synopsis*" dropdown menu on the "*Standard*" toolbar under "*Show Synopsis Properties*" and the information in it altered. Note: All the items available in the "*IAEA Synopsis*" menu are also available as separate toolbar buttons.

**Check fonts:** Use this function to detect and replace non-compliant fonts.

**Bullets and numbers:** The template provides predefined bullet and numbered lists.

## **UNABLE TO USE THE TEMPLATE?**

### **USE THE FOLLOWING LAYOUT:**

Page size: A4 (21 cm × 29.7 cm) – vertical (portrait) orientation  
Margins: Left/right: 2.5 cm; top: 2 cm; bottom: 2.7 cm  
Line spacing: Single  
Justification: Full  
Font: Times New Roman only  
Point size: Title: 14 point bold; authors: 12 point bold; affiliation, and main text: 12 point  
Length: Maximum 2 pages (800 words)