

Guidance for Oral Presenters at the IAEA Safeguards Symposium

Forms and Files

In advance of the meeting, presenters should have provided the following by email to Safeguards2010@iaea.org:

- 1) Abstract and Full Paper
- 2) Brief Biographical Sketch (please send a copy to M.Neuhold@iaea.org)
- 3) Form A and Form B
- 4) Presentation slides in either MS Powerpoint or Adobe pdf format

Please bring a copy of your slides to the Symposium on a flash drive/ USB drive as a backup, in case there is a problem in the original transmission by email. You can upload them during registration or at the pre-session meeting, as needed.

Programme Information

The complete programme (which shows where each session will be held) and detailed information about the Symposium, as well as copies of all abstracts and papers, can be found on the Symposium website: <http://www.iaea.org/safeguardssymposium2010>

The purpose of Oral Sessions is to convey information to the audience, and offer opportunities for brief question and answer periods following each speaker, or at the end of each session (at the discretion of the Session Chair.) Each Oral Session will be staffed with a Technical Secretary responsible to summarize the information conveyed in the session, and to capture the key highlights for inclusion in the closing report. Each Oral Session will be recorded and videotaped, and projected via live web streaming to the IAEA.

Pre-Session Briefing Meetings

Each day all session owners, technical secretaries, chairs and **oral speakers are required to participate in a meeting 45 minutes before their sessions begin.** Meeting rooms and times are as follows:

Sessions in Boardroom A meet in M-OE-68

Sessions in Conference Room M1 meet in M-OE-69

Morning Meetings begin at 8:45am and will conclude by 9:15am.

Afternoon Meetings begin at 1:45pm and will conclude by 2:15pm.

The purpose of the meeting is to:

- ensure all presentation files have been collected and uploaded and are working properly,
- collect any missing biographical sketches for speakers/panellists/forum members and distribute all bio sketches to Chairs,
- review these guidelines with Chairs and Speakers,
- distribute electronic release forms to speakers for signature, to allow slides to be posted on the website,
- answer any questions,
- collect any missing forms, and
- review the content and flow of each session.

At the conclusion of the meeting, the Technical Secretaries will take their respective participants to the relevant room and prepare the slides for viewing, ensure microphones are on, and guide the participants to their seats to promptly begin the Session.

Oral Presentation Guidelines

- Each speaker is allotted 30 minutes. 2 minutes will be spent by the Chair introducing the speaker; 20 minutes for the presentation, and 8 minutes for questions and answers.
- A timing light will be mounted on the podium. It will help to remind the speakers when the time is running out, and the presentation must be concluded.
- A remote control with integral laser pointer will be provided in each room for the presenters.
- Speakers should strive to stay within the 20 minute presentation time. In no case will a speaker be allowed to continue past 30 minutes.
- The slides should contain the key points, use large font (20 pt or higher), and feature graphics where possible.
- The presenter should not read the slides, but should emphasize and clarify the key points by providing additional detail, sharing an anecdote or example, or recalling personal experience.
- Speakers should speak into the podium microphone. The slides will be projected at the personal monitor in front of the podium.
- If you wish, you may bring hard copies of your final paper to distribute to interested participants.