

IAEA Safeguards Symposium Guidance for Session Chairs, Panel and Forum Moderators and Members, and Technical Secretaries

General

This guide is a summary of important points for key Symposium Participants.

Pre-Session Briefing Meetings

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

Sessions in the Boardroom A meet in M-OE-68

Sessions in the MI Conference Room meet in M-0E-69

Sessions in the Press Room meet in M-0E-70

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 Programme clearly shows the location of each Session.

Session Owners and Technical Secretaries will lead these meetings. 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 and Moderators,
- review these guidelines with Chairs, Moderators and Speakers,
- permit Session Moderators and Panel or Forum members to discuss the sessions,
- 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.

Guidance for Session Chairs

The role of the **Session Chair** is an important position of authority and responsibility. Session Chairs must ensure that their Session is managed properly and remains on schedule.

The purpose of the Oral Sessions is to convey information to the audience, and offer opportunities for brief question and answer periods following each speaker. 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 of the session. Each Oral Session will be recorded and videotaped, and projected live via web streaming to the IAEA.

The functions and responsibilities of the **Chairperson** are to:

- Attend the 'Pre-Session Briefing Meeting' (45 minutes before session begins).
- Give a brief introduction of each speaker. Please keep the length of the introductions to under 2 minutes. Bio-data forms to facilitate this task have been collected from speakers in advance,

and will be distributed during Pre-Session Briefing Meeting. If a speaker has not submitted a biography, they will be asked to fill out the Bio-data form during the pre-session meeting.

- Moderate the session. **Each speaker has 20 minutes, excluding questions and discussion time.** At the discretion of the Chairperson, questions can be asked either at the end of each presentation (this is recommended) or after a group of speakers. In total, 30 minutes has been allotted to each speaker, to allow time for questions and discussion. It is recommended that 2 minutes be used to introduce the speaker, and 8 minutes be allotted for Q&A after the presentation. Any remaining time at the end of a Session may be used to continue discussion on the session topic.
- Ensure that participants use the tabletop microphones, and clearly identify themselves when asking a question or making a point.
- Ensure that the session begins and ends on time, and resumes in a timely fashion following the mid-session break.
- Work with the Technical Secretary to identify the main points made during the Session for inclusion in the session summary.

Guidance for Session Owners and Technical Secretaries

The role of the **Technical Secretary** is crucial, contributing to the smooth conduct of the Sessions and avoidance of technical problems, while also recording the key points of the session for summarization in a session report to be provided to the Symposium Scientific Secretary. The functions and responsibilities to be carried out by the **Session Owner and Technical Secretary** are:

- Review the proper order and functioning of each speaker's powerpoint/pdf presentation on the Session computer. Files will be uploaded to the Session computers in advance; they will be collected from presenters during registration.
- Chair the Pre-Session Briefing Meeting. Conference Service staff will hand out notes to aid all participants in the orderly conduct of the Sessions. Lead the participants from the meeting to the Session Room no later than 15 minutes before the start of the Session.
- Familiarize the Chairs and Moderators with the function and purpose of the timer light system.
- Collect papers (or presentations) from authors who have not yet submitted their papers.
- Assist speakers with equipment, as required.
- Assist Chairperson or Moderator, as required.
- Keep a record of the questions asked, and by whom, and include a summary of the questions in the Session summary.
- Prepare a short summary (1/2 to 1 page) of the session on the key points made during the session for inclusion in the closing session statement. Please provide the summary to the Scientific Secretary, Mr. Malcolm Nicholas, as soon as it is available, but at the latest by the end of the next full session.
- Thursday afternoon session reports are due by 8:30am Friday morning.
- Make a note of the approximate number of participants who attended the session.

The Chairperson, Session Owner and Technical Secretary may, if they wish, agree to share the responsibilities differently.

Guidance on Panels and Forums

General Information

Panels and Forums are scheduled to last 90 minutes. Each will have a Moderator and Members. All will be seated along a table in an auditorium style seating room, and will have microphones. All sessions will be recorded and may be videotaped, and will be streamed live to the IAEA via web-streaming video.

The purpose of a **panel** is to share information on a particular topic, and to stimulate discussion among the panel members. The audience may ask questions of the panel members (questions may be directed to a particular member or to the panel in general).

The purpose of a **forum** is to stimulate information exchange among the forum members and the audience, and as such, they are expected to involve dialogue and commentary from audience members as well as forum members.

The panels and forums will each include a session Technical Secretary responsible for summarizing the general discussion and capturing the main points of each panel/forum. These summaries will be provided to the Symposium Scientific Secretary who will prepare an overall report on the Symposium.

Session owners in consultation with moderators may want to prepare a number of questions that address issues or challenges faced or that may be faced by Safeguards. These questions could be presented to panel or forum members ahead of the symposium in order to allow them time to contemplate complex points. However, it is expected that in addition to providing direct answers by individual panel or forum members, that the questions should stimulate discussion among them as well.

Each Moderator is requested to work with his or her Technical Secretary at the end of the session to identify the main points that have arisen during the session.

Panel and Forum Members

Members of forums and panels should prepare in advance 5-10 minute remarks on the discussion topic of the panel or forum. Members will not submit formal papers for publication. Each member should prepare a short biography and submit it to Martina Neuhold at m.neuhold@iaea.org, with a copy to the Symposium mailbox at Safeguards2010@iaea.org following the format in Attachment 2. The members will be briefly introduced by the Moderator at the beginning of each Forum or Panel. No one member should dominate the discussion in a panel or forum.

Panel Moderators

Panel Moderators are responsible to ensure the Panel proceeds in an orderly and productive fashion. The Moderator will open the Panel by introducing him or herself, briefly introduce the panel topic, and then introduce each panel member. The Moderator will then invite the Members to make their opening remarks. Moderators should prepare in advance several discussion themes and open-ended questions, to ensure the discussion remains lively and focused on the topic of the Panel. **Panel Moderators share the same session-managerial responsibilities as Session Chairs, provided above.**

Forum Moderators

Forum Moderators are responsible to ensure the Forum proceeds in an orderly and productive fashion. The Moderator will briefly introduce each participant on the Forum and lead off the discussion with

some comments, followed by an invitation to the Members to make their opening remarks. Moderators should prepare in advance several discussion themes and open-ended questions, to ensure the discussion remains lively and focused on the topic of the Forum. Additionally, Forum Moderators should pose questions and request participation from the audience, as the forums are designed to cover topics where the audience is expected to have considerable knowledge, interest and experience, and will contribute substantially to the commentary. **Forum Moderators share the same session-managerial responsibilities as Session Chairs, provided above.**

Timekeeping

The Symposium Programme has an ambitious schedule and to respect the needs of the participants and speakers, the schedule must be kept. Chairs and Technical Secretaries are asked to ensure that the scheduled timing for the Sessions is rigorously enforced. Speakers have 30 minutes total. If an oral presentation exceeds its allotted time the **Chair or Moderator MUST exercise his or her authority to invite the speaker to bring their presentation quickly to an end.** The same applies if a panelist or forum member's commentary exceeds a reasonable time period.

Each Session will have a timing light system. For oral sessions, these will shine a green light at the start of each presentation, turn to yellow after 15 minutes, flash yellow at 18 minutes, and then turn to red at 20 minutes. These must be restarted for each speaker by the Chair or Technical Secretary.

Session Summary

After the session, the Technical Secretary, with input from the Session Owner and Chair or Moderator, should draft the written session summary. This should cover the main points and themes brought out in the papers and discussions, together with those raised in any subsequent questions and discussions. The written summary should be no longer than one page. A suggested format and example report are attached.

For morning sessions, a first draft of the summary should be given to Mr. A. Hadfield or Mr. J. Carlson by COB the same day. For afternoon sessions, the first draft summaries can be provided before 0930 the morning after the presentations.

**BIOGRAPHICAL SUMMARY FOR
SPEAKERS, PANELLISTS, AND FORUM MEMBERS**

**Please complete this form and bring it to the briefing meeting scheduled
30 minutes before the start of each session in the session room**

NAME: _____

PAPER TITLE: _____

AFFILIATION/COMPANY: _____

PERTINENT BACKGROUND FOR INTRODUCTION: _____
