

## GUIDELINES FOR SESSION CHAIRPERSONS, SPEAKERS, PANEL CHAIRPERSONS, AND PANELLISTS

For timing of sessions and presentations please see the provisional Conference programme available at the Conference website:

<http://www-pub.iaea.org/iaeameetings/50813/AWConf2017>

### SESSION CHAIRPERSONS

Are kindly requested to:

- Liaise with the Conference secretariat and the speakers of your session, as required;
- Attend a **briefing** to be held before the session to meet with the speakers of the session and the Conference secretariat:
  - Time: Monday to Thursday at 08:15 for morning sessions and at 13:45 for afternoon sessions;
  - Location: **Briefing Room C0441, C Building, 4th floor**
- Start punctually your session;
- Introduce yourself and the session (title/topic of the session), very briefly present speakers (biodata of speakers will be provided), and promote viewing of posters related to session;
- Ensure that there is a **strict adherence to presentation and discussion times** to allow maintaining the session schedule, and making sure there are at least 5 minutes available at the completion of each speaker for questions and answers;
- At the end of each presentation request for questions; or facilitate the discussion with questions if there are not enough questions from the audience;
- Only if time allows, summarize and conclude at the end of the session.

### SPEAKERS

Are kindly requested to:

- Liaise with the Conference secretariat and session chairpersons on your presentation, as required;
- Preferably e-mail your presentation to [AWConf2017@iaea.org](mailto:AWConf2017@iaea.org) the week before the Conference, or bring it (on a USB memory stick) at the latest **one day prior** to your presentation to the **Conference Secretariat Room C0445** (Monday 22 May presentations should be delivered preferably on Sunday 21 May afternoon or the latest at 08:15 on Monday morning);
- Attend a **briefing** to be held before the session to meet with your chairpersons and the Conference secretariat:
  - ❖ Time: Monday to Thursday at 08:15 for morning sessions and at 13.45 for afternoon sessions;
  - ❖ Location **Briefing Room: C0441**
- Keep within the following time slots:
  - Keynote presentations: strictly 45 minutes, including 1 minute for keynote speaker introduction and 5 minutes for discussion
  - Oral presentations: strictly 30 minutes, including 1 minute for speaker introduction and 5 minutes for discussion
- Prepare your presentation(s) following the **Instructions for Preparing Oral Presentations** at: <http://www-pub.iaea.org/MTCD/Meetings/PDFplus/2017/cn248/cn248PresentationInstructions.pdf>

- Should presentations be submitted in a different format, no responsibility can be assumed for problems arising through conversion;
- Advise (email: [AWConf2017@iaea.org](mailto:AWConf2017@iaea.org) ) if you need any special software for display or playback of embedded images, videos etc. in your PowerPoint presentation;
- Presentations from personal laptops will **not** be possible;
- Complete the attached bio-data form and return it to email address: [AWConf2017@iaea.org](mailto:AWConf2017@iaea.org) by 21 April. The form will aid your introduction at the session.

## PANEL CHAIRPERSONS

Are kindly requested to:

- Liaise with your panellists and the Conference secretariat to coordinate the discussion panel, as required;
- Attend a **briefing** to be held before the Panels to meet with the IAEA secretariat:
  - Time: Friday 26 May at 08:00 for the chairpersons of three Discussion Panels
  - Location: **Briefing Room C0441**
  - During your Discussion Panel you will moderate:
    - Start punctually your session
    - Introduce yourself and all panellists very briefly
    - Give a 5 minute introduction to the panel topic
    - Allow each panellist to give a 5 minute comment on the panel topic
    - Ensure that panellists do not speak more than 5 minutes
    - Open for general discussion after all panellists have given their comments and moderate the session, to make sure that at least half the hour assigned to the topic is open discussion with the audience
- Be ready with questions/comments to panellists and the audience to facilitate the discussion if there is not enough participation from the audience.

## PANELLISTS

Are kindly requested to:

- Liaise with the panel chairperson and the Conference secretariat, as required;
- Attend a **briefing** before the session to meet with the panel chairperson and other session speakers:
  - Time: Friday 26 May at 8:15 for the three morning discussion panels
  - Location **Briefing Rooms:**
    - Panel 1 Room **C0441**
    - Panel 2 Room **C0445**
    - Panel 3 Room **C0451**
- Be prepared to give a short – 5 minute – statement on the panel topic from your perspective;
- To allow sufficient discussion time, PowerPoint slides are not envisaged unless a few (2-3) essential slides are required to summarize your perspective on the topic;
- Complete the attached bio-data form and return it to email address: [AWConf2017@iaea.org](mailto:AWConf2017@iaea.org) by 21 April. The form will aid your introduction at the session.