

**International Symposium on Uranium Raw Material for the Nuclear Fuel Cycle:
Exploration, Mining, Production, Supply and Demand, Economics and
Environmental Issues (URAM-2009)
22-26 June 2009, Vienna, Austria**

NOTE TO SESSION CHAIRPERSONS, SPEAKERS AND PANELISTS

Registration of Participants & Conference Material

The participants badges for the symposium will be issued by UN Security at Gate 1 of the VIC. You are advised to register as early as possible on Monday morning to avoid large queues. The symposium material will be handed out at the conference desk outside the IAEA boardroom located on the fourth floor of the "C" building.

Electronic Presentations (Powerpoint or PDF)

Standard facilities will be available for PowerPoint presentation. Since the supported software is Office 2003, please make sure to save your files in that format. Presentations from personal laptops will not be possible. There will be no support for slides or overheads.

The presentations must be loaded and tested on the conference computer in advance as indicated below:

- Email your presentation before Wednesday, 17 June 2009 to the IAEA: URAM2009@iaea.org. Note that the IAEA server may not be able to accept files greater than 5Mb, so authors with presentations larger than this should consider splitting them into file sizes less than this limit and e-mail them in separate attachments.

Alternatively:

- Your presentation can be given to [Mr. H. Tulsidas](#), at the conference desk at the time of registration on a driverless USB storage device (memory stick) or a CD ROM. This should be done at least 24 hours before your presentation is due. In case you are scheduled to present on Monday morning, **22 June**, kindly send your PowerPoint/PDF file to the IAEA before the symposium.

Submission of Full Paper for Proceedings

Authors are requested to e-mail their full paper for inclusion in the Proceedings to the IAEA not later than **26 June 2009**. In case you are not able to send it in advance please bring it along to the symposium on a USB memory stick or CD ROM.

Biographical Summary

Please find attached a Biography form which should be completed and returned to the IAEA: URAM2009@iaea.org by **17 June 2009**. As it is our intention to upload the presentations made at the symposium on the IAEA website you are requested to indicate on the Biodata whether you agree to release your electronic presentation to the IAEA.

TASKS of CHAIRPERSONS, SPEAKERS AND PANELISTS

Chairpersons

- Attend a briefing meeting (see below).
- Liaise with the speakers and the IAEA Secretariat on the content of the presentations and the issues to be addressed in the discussion before the symposium.
- Moderate the session and discussions.
- Present conclusions at the end of the relevant topical session and, as appropriate, give recommendations for discussion during the panel (Friday, 26 June 2009).
- Draw conclusions and recommendations on lessons learned of the session and discussions.
- Submit the report to the Scientific Secretaries of the symposium within half a day after the completion of the session.

Speakers

- Attend a briefing meeting (see below).
- Liaise with the Session Chair and the IAEA Secretariat on the content of the presentation and the issues to be addressed in the discussion before the symposium.
- Prepare and give a presentation that will last not longer than 20 minutes (plus 5 minutes for questions).
- Send in the electronic presentation and bio data form (as stated overleaf).
- It is recommended that every speaker checks his/her presentation prior to the session.

Panelists

- Attend the briefing meeting on Friday morning (see below).
- Give a personal introduction of 3-4 minutes from your own point of view on the symposium topics focusing on the area of your interest.
- Take part in the discussion involving the audience.

BRIEFING MEETINGS

Session Chairpersons, Speakers and the Panelists are kindly requested to attend a Pre-Session Briefing Meeting in the Briefing Room (C-0451) starting **30 minutes** before **the relevant morning or afternoon session:**

The Morning Briefing Sessions will start on Monday at 9:30hrs, Tuesday – Thursday at 08:30hrs, and on Friday at 9:00 hrs. All Afternoon Session Briefings will start at 13.30 hrs.

The Briefing Meetings will provide an opportunity to introduce each other, to review procedures and to go through the programme of the session.

Please consult the symposium website for guidelines and the symposium programme:
<http://www-pub.iaea.org/MTCD/Meetings/Announcements.asp?ConfID=35425>

BIOGRAPHICAL SUMMARY FOR SPEAKERS

Please complete this form and return to the IAEA before 17 June 2006

By email to : URAM2009@iaea.org

NAME: _____

PAPER TITLE: _____

AFFILIATION/COMPANY: _____

SHORT INTRODUCTION FOR USE BY CHAIR: _____

I agree to release my electronic presentation to the IAEA to pass on to the participants of this symposium

YES

NO