"Guidance for Enhanced Poster Presenters (E-Posters)"

For the first time, the Safeguards Symposium 2014 will introduce a new tool:
the E-Poster!

The Safeguards Symposium 2014 will feature digital poster presentations referred to as Enhanced Posters (E-Poster). The E-Poster presentation will be part of the technical sessions.

Presenters will first be able to advertise their poster topic on the podium of the technical session before presenting, on individual touch-screens displays, their digital posters. This will give them the opportunity to briefly introduce the topic of their E-Poster in a session room in order to attract an audience. After the session, the audience will have the opportunity to discuss the topic with the E-Poster presenters at the assigned electronic E-Poster stations.

E-Poster touch-screens displays will be located on the ground floor in the M building (M0E). There will be seven poster presentations running at the same time, with one presenter per E-Poster display.

After each session, the E-Poster presentations will remain at the E-Poster display and also become available for further consultation on the other display stations located in the C and A ground floors, providing a longer visibility and supporting an enhanced outreach to Symposium attendees.

Roles and responsibilities of the E-Poster Presenters are

Prior to the Symposium:

- Upload two E-Poster presentations and a full paper into INDICO by **October 15**[th]

    o One E-Poster presentation with full content (only PowerPoint with maximum 10 slides). Please note, there will be no audio support and no internet connection on the touch screens

    o One brief E-Poster presentation (only PowerPoint with maximum 2 slides) to be presented in the session room. (Indicating your affiliation and clear advertisement of the topic you will be presenting at the E-Poster station after the session).

- Bring both E-Poster presentations to the Symposium on a flash drive as a backup

- Send an e-mail to the organizing committee Safeguards2014@iaea.org , if you disagree to have your e-poster presentation published on the Symposium website

On the Session Day:

Pre-Session Briefing (30 minutes prior to the session)

Technical secretaries, chairs, E-Poster presenters, oral presenters, panellists and recorders are required to participate in the pre-session briefing 30 minute prior to the session begins.

The purpose of the pre-session briefing is:

- To review the appropriate guidelines and timekeeping rules with the technical secretary and the presenters
- To get to know each other before the session, discuss open issues relevant to the success of the session

Pre-Session Briefing Times and Locations:

Briefing for Morning Sessions:	**8:30 am – 9:00 am**
Briefing for Afternoon Sessions:	**1:30 pm – 2:00 pm**

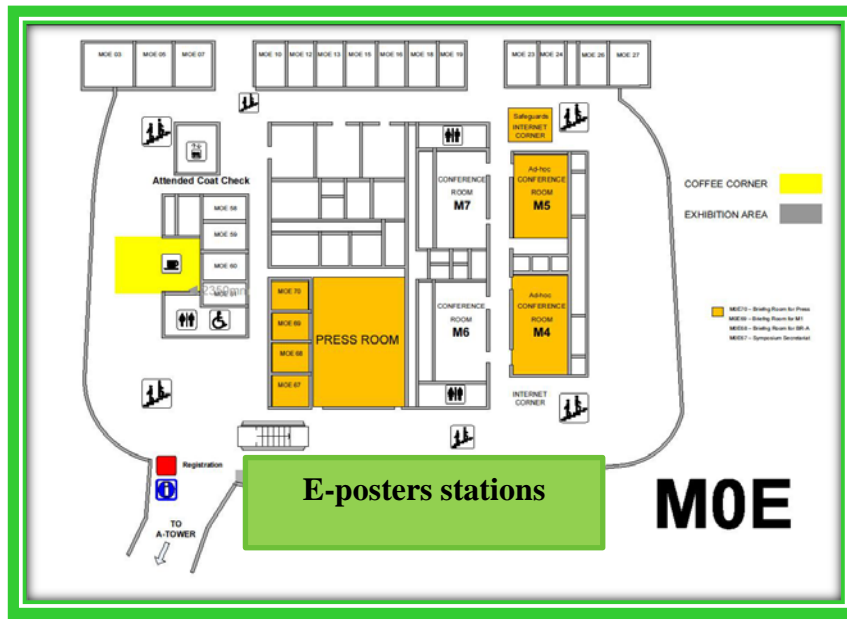|		
Sessions in Conference Room M1	Pre-Session Briefing Room:	M0E 69
Sessions in Conference Room M2	Pre-Session Meeting Room:	M0E 70

E-Poster presenters can view prior to the session their E-Poster presentations at a review station in order to get familiar with the display station operation. The E-Poster station will be located at the ground floor of the Symposium building (M0E) and technical support will be available.

E-posters stations

M0E

Brief E-Poster presentations in the session room:

- The session moderator will briefly introduce you to the audience, then you have a maximum of 2 minutes to advertise your E-Poster (max. 2 slides)
- Please speak into the microphone, and avoid turning to the side
- Once all presenters have advertised their E-Posters, the session moderator will lead you to the E-Poster stations (see above) where you will present your E-poster (max. 10 slides)
- Coffee will be available in this area

E-poster presentation: M0E for 20 minutes running into coffee and lunch breaks.

After the E-Poster presentation:

All E-Poster presentations will remain available on touch screens distributed through-out the Symposium building and between other buildings to support outreach to Symposium participants. Meeting participants will be encouraged to contact the presenters for further discussion of their work.

Further information for E-Poster presenters:
- Use PowerPoint
- There should be a header including the session number and title
- Upload your two E-Posters presentation and the full paper into INDICO by October 15th (file size doesn't matter)
- The E-Posters will be displayed on a touch screen 42" (Diagonal) LCD screens
- E-Posters screen dimensions are 1920 x 1080 (full HD, 16:9)
- Present maximum 10 slides
- Avoid use of red or green fonts as they are difficult to read
- Don't stretch the images manually or quality will be lost once zoomed in
- The E-Poster should be self-explanatory and only in English
- The text should include your hypothesis, methods, results and conclusions.