"Guidance for Oral Presenters"

The purpose of the sessions is to convey information to the audience, and offer opportunities for brief question and answer periods following each presentation. Each session will be staffed with a technical secretary responsible for the overall organization, session chairs responsible for moderating the session and a recorder responsible for summarizing and capturing the key highlights of the session.

Roles and responsibilities of the Presenters are

Prior to the Symposium:

- Upload the PowerPoint presentation and a full paper into Indico by **October 15th** (Guidelines on full paper submission have been published on Indico and the symposium website http://www.iaea.org/safeguards/symposium/2014/guidelines.html)

- Upload the bio data when notified by Conference services (two weeks prior to the start of the Symposium)

- Bring your PowerPoint presentation 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 presentation published on the Symposium website

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

The purpose of the Pre-session briefing is:

- To collect any missing bio data for all presenters/panelists/forum participants
- 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

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.

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 Boardroom A	Pre-Session Briefing Room:	M0E 67
Sessions in Boardroom B	Pre-Session Briefing Room:	M01 27
Sessions in Conference Room M1	Pre-Session Briefing Room:	M0E 69
Sessions in Conference Room M2	Pre-Session Meeting Room:	M0E 70
Sessions in Conference Room M3	Pre-Session Meeting Room:	M01 16

Session Guidelines

- The session chairs will introduce the oral presenter (in two minutes or less)

- Each presenter is allotted 20 minutes; 15 minutes for the presentation, 5 minutes for questions and discussion

- Timing light will assist you to keep track of your time:

    o The session will begin with a green light

    o The light will stay green for 10 minutes

    o Then the yellow light indicating 5 minutes remain

    o At 13 minutes the yellow light will start flashing

    o At 15 minutes the light will turn red

- A remote control with integral laser pointer will be provided in each session room for the presenters

The Presenters shall:

- **Stay within the 15 minute presentation time**

- Ensure the slides contain the key points, use large font (20pt or higher), and feature graphics, where possible.

- Refrain from reading the slides

- Emphasize and clarify the key points by providing additional detail, sharing an anecdote or an example

- Speak into the microphone, and avoid turning to the side to look at the projected slides (the slides will be projected at the personal monitor at the podium).