

# IAEA CONFERENCE/SYMPOSIUM – FAQs

## What should I do if I want to participate in the event?

- Complete a Participation Form (Form A) and send it to my competent national authority\* or through an international organization invited to attend (see web site)

Note: **there is no deadline for just participating.** Deadlines only apply should you want to submit a paper and/or want to request financial support

## What should I do if I want to participate and submit a paper?

- **Check the deadline for submission of the paper and Form B!**
- Submit my paper through the web-based IAEA-INDICO System by the given deadline;
- Complete Participation Form (Form A) and Form for Submission of a Paper (Form B) and send to my competent national authority\* or through an international organization invited to attend by the given deadline

## What should I do if I want to submit a paper which will be presented by one of the co-authors?

- **Check the deadline for submission of the paper and Form B!**
- Submit my paper through the web-based IAEA-INDICO System by the given deadline; indicate in INDICO the name of the presenting author;
- Make sure the presenting author submits his/her forms A and B to his/her competent national authority\* or through an international organization invited to attend by the given deadline

## What should I do if I want to participate and request financial support towards my attendance

- **Check the deadline for requests for financial support (submission of Form C)!**
- Complete Participation Form (Form A) and Grant Application Form (Form C) and send to my competent national authority\* or through an international organization invited to attend by the given deadline.

## Where can I find the contacts of my competent national authority or how can I find out which international organizations are invited to attend:

- Send an email to IAEA Conference Services Section indicated at the end of the Announcement on the website.

## Is there a registration fee to attend this event?

- No registration fee is charged for IAEA events.

## Financial Support

- Should you be awarded a grant this is in the form of a lump sum and might only cover part of the cost of attendance
- No air tickets are provided

### **How do I obtain a visa?**

- See Practical Information on [www.iaea.org/events](http://www.iaea.org/events)

### **Hotel Accommodation**

- This is the sole responsibility of each participant.
- A list of hotels is available under Practical Information on [www.iaea.org/events](http://www.iaea.org/events)

### **Exhibitions**

- Companies wishing to exhibit should contact [icaro@iaea.org](mailto:icaro@iaea.org) by 31 July 2020

### **Logistical information**

- Additional detailed logistical information will become available on the website approximately 3 months prior to the event

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\* Competent national authorities:

Ministry of Foreign Affairs, National Atomic Energy Authority, Permanent Mission to the IAEA

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