



IAEA International Conference on Radiation Safety:  
Improving Radiation Protection in Practice (*Virtual Event*)  
9-20 November 2020

## Guidelines for Technical Sessions

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### ABOUT THE VIRTUAL CONFERENCE

The IAEA organizes a fully virtual International conference on radiation safety from 9 to 20 November giving participants from all around the world an opportunity to share their practical experience in protecting workers, patients, the public and the environment from both natural and artificial radiation sources in line with IAEA safety standards. More information [here >>](#)

### HOW DOES IT WORK?

Speakers and registered participants will be able to connect virtually using WebEx – web conferencing and videoconferencing application. Speakers will have audio and video capabilities, other participants will be muted. Participants can submit questions during the live event or beforehand using the [IAEA Conferences and Meetings App](#).

Anyone interested in joining without a registration will be also able to watch livestreaming.

Conference materials such as programme will be available on the [Conference website](#) and the [IAEA Conferences and Meetings App](#).

### GUIDANCE FOR TECHNICAL SESSIONS

Each technical session will have assigned to it a Chairperson, a Co-Chair and a Rapporteur. The Co-chair will always be a young professional.

The IAEA will also appoint a “host” to manage each session. The host will be based at IAEA headquarters in Vienna.

The main tasks assigned to each role are as follows:

### GUIDANCE FOR SESSION CHAIRPERSONS

The session chairperson is primarily responsible for introducing the topic of the session and for managing/moderating the discussion.

At the start of the session, the chairperson should introduce him/herself, as well as the co-chair and rapporteur.

The chairperson should ensure that the session is engaging even though it is virtual. If necessary, the chairperson should liaise with the host to incorporate interactive elements such as polls.

It is strongly recommended that the chairperson has an assistant working with him/her with the main responsibility of checking comments and questions submitted online. These should be filtered for appropriateness and those deemed suitable passed to the chairperson.

The chairperson is responsible for ensuring that the session ends on time.

The chairperson should approve the session summary prepared by the rapporteur.

## GUIDANCE FOR SESSION CO-CHAIRS

The role of the co-chair is to assist the chairperson in managing the session.

Normally, the co-chair will introduce each speaker using the biographical notes provided in advance by the conference secretariat.

The co-chair should comment on the session summary prepared by the rapporteur.

## GUIDANCE FOR SESSION RAPPORTEURS

The rapporteur is responsible for providing a summary of the presentations and the discussions during the session. All presentations will be available online prior to the start of conference. The rapporteur should share his/her report with both the chairperson and the co-chair.

The rapporteur should submit his/her report to the conference secretariat within 24 hours of the ending of the session.

Within one hour of the ending of the session, the rapporteur should provide the conference secretariat with three bullet points that cover the key conclusions and recommendations of the session.

In the event that the chairperson is unavailable or cannot continue, the rapporteur will assume the role of chairperson.

## GUIDANCE FOR SESSION SPEAKERS

Presentations of the speakers will be pre-recorded and available for viewing on the [Conference website](#). A separate document has been prepared to assist speakers with the recording of their presentations and to explain in detail how the various virtual processes work.

During the online discussion session, each participant will be introduced by the co-chair and will have five minutes to summarize their oral presentation. Round tables will be organized slightly differently.

Questions and comments received online will be referred by the chairperson to individual speakers or, in some cases, to the entire group. Please try to keep your comments focused and avoid repeating points made by others.

## TIMELINE

### September

- ✓ One IAEA host responsible for organizing the WebEx virtual solution including interactive elements will be assigned to each session. The IAEA host will get in touch with a chair with more instructions.
- ✓ All speakers will receive further instructions on how to record their presentations.

### October

- ✓ IAEA host will organize a dry-run of the session with the chair, co-chair, rapporteurs and all speakers.
- ✓ It is recommended that the Chair produces a detailed script of how things should go with the exact timings.

### November

- ✓ If necessary, the IAEA host will organize a second dry-run with all or selected speakers.
- ✓ Chairs and co-chairs will collect and select questions submitted ahead of the session.

**If you have any questions, please contact the conference secretariat:**  
[RP2020@iaea.org](mailto:RP2020@iaea.org)