



SPEAKER GUIDELINES

International Conference on Quality, Leadership and Management in the Nuclear Industry

15th FORATOM-IAEA Management Systems Workshop
Ottawa, Canada, from 16 – 19 July 2018

Guidelines for Session Presenters and Panel Discussions Panellists and for Parallel Session Chairs and Panel Moderators

Presenter and Panellist Guidelines

Thank you for sharing your expertise! Here are some considerations and requirements related to your role:

- **Meet your Session Chair before your presentation:** Presenters should meet with the session Chair/Moderator 20 minutes before the start of a session (during break, lunch, etc.) in the room indicated for the session. The chair will brief the presenters about any changes to the session. Note that Presenters may be contacted in advance by the session Chair/Moderator, especially if you are on a panel.
- **Let people know who you are, before you take the stage:** Ensure that your photo and biography is on the website. Other than the plenary sessions, and in the interest of time, the session Chair/Moderator will not undertake a long introduction of presenters as the biographies of the presenters should all be available on the website. Please ensure you have sent your photo (JPEG or PNG format) and biography to emilia.janisiz@foratom.org in advance of the conference. The delegates do want to know who you are and your background!
- **Ensure your presentation is received and you know how to use the technology:** The presentations sent in advance of the conference will be available in the computer to be projected. Use the mouse (or wireless pointer arrows) to turn the slides. In some cases the laptop will be beside the podium, in others it will be at the AV desk and there will be a confidence monitor to view the presentation without turning around. There will be a speaker ready room where you can view material in advance.
- **Keep your remarks brief and to the point:** Each presenter has **15 minutes** time for her/his presentation (typically about 8-10 slides), unless otherwise agreed in advance. This *includes* 2-3 minutes for questions. Please do not spend too much time on the history of your company – get right to the point of your presentation and share your key lessons.
- **Finish when your time is up:** In parallel sessions on Tuesday and Wednesday, A timing light on the top of the podium will signal when you are coming to the end of your allotted time (yellow) and when your time has expired (red)–Please respect the other presenters by not exceeding the allocated time. If you exceed your time, you will be thanked and asked to end your presentation by the Chair/Moderator, or an in-session timekeeper.
- **There will be opportunity to carry on the conversation:** The sessions on Thursday provide an opportunity for more discussion in some of the topic areas. Please sign up for these sessions as some colleagues may have additional questions for you. There will also be plenty of opportunity to network during the conference! Please sign into the Conference App ... this is a good way for other delegates to connect with you and carry on the conversation.

Session Chair and Moderator Guidelines:

Thank you for sharing your expertise! Here are some considerations and requirements related to your role:

- **Connect with the presenters in your session:** The session Chair/Moderator may contact the presenters in advance of the conference to discuss the session.
- **Meet the presenters before their session:** Session Chair/Moderator should meet with presenters 20 minutes before the start of a session (during break, lunch, etc.) in the room indicated for the session. The chair will brief the presenters about any changes to the session. These changes will be communicated to the Chair by the Organizing Committee. Chairs are encouraged to contact presenters and moderators, and moderators are encouraged to contact their panellists, in advance of the conference.
- **Set the tone and the pace:** The session Chair/Moderator will lead the discussion. She/he should be prepared to ask questions her/himself. Typically, there is 5 to 15 minutes at the start of a session to make introductions and for the session Chair/Moderator to make remarks themselves about the topic.
- **Keep introductions brief:** Presenter bios and photos are on the website. Unless introducing a plenary session presenter, introduce each presenter briefly with their name, title, organization and country.
- **Keep the session on time:** The session Chair/Moderator is responsible to ensure the session stays on time to allow all presenters to have their full 15 minutes, and ensure that the session finishes on time.
- **Ensure audience questions are understood:** When dealing with audience questions, the chair/moderator shall ask people to clearly state their name and organisation when they wish to ask questions. In larger rooms, microphones will be available to the audience in case of a need. In a large room, if someone asks a question without using the microphone, please repeat the question so everyone in the audience knows what the question was.
- **Report on key learnings:** The Tuesday and Wednesday Parallel Session Chairs are responsible to present the highlights and key lessons of their discussion at the Thursday morning Plenary (2-4 minutes), starting at 0830h. This may be delegated if the Chair is unavailable Thursday.
- **There will be opportunity to carry on the conversation:** The sessions on Thursday provide an opportunity for more discussion in some of the topic areas. Please sign up for these sessions as some colleagues may have additional questions for you. There will also be plenty of opportunity to network during the conference! Please sign into the Conference App ... this is a good way for other delegates to connect with you and carry on the conversation.

About the audience:

- Over 300 delegates from more than 30 countries
- Over 30% of delegates are executives or senior leaders
- Representatives from Utilities, Vendors, Regulators, Academia, Industry Associations, Government, and International Organizations
 - Quality management and quality assurance leaders and specialists
 - Specialists from regulatory bodies responsible for oversight of quality and management systems
 - Representatives of engineering, procurement and construction contractors
 - Representatives from nations planning to build a nuclear facility
 - Leaders and specialists from high reliability industries, or other regulated industries

About the event: This is the fifteenth in a series of workshops that the International Atomic Energy Agency (IAEA) and the European Atomic Forum (FORATOM) have organized to raise awareness and increase understanding of management systems integrating all the vital objectives of nuclear facilities and activities. Building on the best traditions of previous Workshops, this revamped conference format will cover a broad range of topics, encourage participant interaction and provide plenty of networking opportunities. It will also involve promoting the application of the IAEA safety standards and practical guidance documents.

Not yet registered? [Do so today](#)

Presentation to upload? [Do so today](#)

More information: www.mstf2018.org or susan.brissette@brucepower.com