



Guidance for Authors and Presenters

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1.0 Welcome

Welcome to the 11th International Conference on the Transport, Storage and Disposal of Radioactive Materials. The members of the steering committee are delighted that you will be part of the conference, and we look forward to making this the best event yet.

This guide has been written to assist you in the preparation of your paper/poster and presentation, and includes key dates and information on the format of the conference material.

Templates for the preparation of papers, posters and presentations (in PowerPoint or Word as appropriate) are available to download from the website (www.ramtransport2018.com).

You will receive an e-mail with instructions on how to create an account on the website to submit the further material to your abstract. If you do not receive an individual e-mail message by 28 February 2018, please email a.macmillan@nuclearinst.com

If you need further guidance or clarification, please feel free to contact the conference team.

2.0 Key dates

Lead authors will receive instruction on how to submit items	January 2018	Event Manager (a.macmillan@nuclearinst.com)
Authors of papers and posters to submit details of the presenter, including a pen picture not exceeding 50 words, and a head-and-shoulders photograph	January 2018	Online
Programme announced on website	February 2018	www.ramtransport2018.com
Revised abstract (if needed)	2 April 2018	Event Manager (a.macmillan@nuclearinst.com)
Papers and posters to be submitted for review	2 April 2018	Online
Feedback returned to authors	16 April 2018	Event Manager (a.macmillan@nuclearinst.com)
All final paper (PDF), poster (PDF) and presentation (PPT) submissions to be received	01 May 2018	Online
Any additional presentation audio-visual requests (film clips etc) to be made	01 May 2018	Event Manager (a.macmillan@nuclearinst.com)

Changes to speakers and poster presenters. Substitutes made after this can be accepted, however we are not able to guarantee reflection in the programme.	01 May 2018	Event Manager (a.macmillan@nuclearinst.com)
Minor changes to presentations can be made until	10 May 2018	Event Manager (a.macmillan@nuclearinst.com)
Event	15 – 17 May 2018	

3.0 Guide to preparing a paper submission

Please read carefully all the instructions given below and follow the instructions exactly when you prepare your paper to keep a uniformity in the appearance of the papers in the post-conference proceedings. The template provided follows the required format and it is strongly recommended to use it as a starting point for your paper. The complete paper (full text and figures) should be submitted as a **PDF file clearly marked with the reference number**.

Contributions are accepted on the understanding that the paper is original and has not been published before. By submitting the paper, the Lead Author, with the consent of all co-authors, agrees to the copyright transfer agreement cited in the last section of this document. If you require special arrangements please contact the Event Manager, Amanda MacMillan. Please do not include the page corresponding to copyright transfer agreement as part of your submitted paper.

Please note that you can only submit your paper for presentation once you have registered as a delegate. This is carried out online via the Nuclear Institute Events website www.nuclearinst.org

Biographies and presentations (i.e. ppt and animations/movies) will not be included in the post-conference proceedings. Only the paper will be included.

FORMATTING REQUIREMENTS:

LANGUAGE

All papers must be written in English.

PAPER LENGTH

The maximum number of pages assigned to your paper is eight unless agreed in advance. This includes title, abstract, text, figures, tables, references and appendices. Papers longer than the assigned number of pages cannot be accepted. A submitted PDF file must not exceed eight megabytes (8MB)

PAGE LAYOUT

Use the “Normal” template margins on an A4 page

PARAGRAPH AND FONT

All papers must use 11 point Calibri font with single line spacing, except for the title, which should be in 14 point Calibri font as shown in the template. All paragraphs should be single column and justified.

Paragraphs should be indented 0.5 inches (12.7 mm) or 5 character spaces. Do not leave blank lines between consecutive paragraphs.

HEADER AND FOOTER

Please use the headers provided in the template. Include the reference number for the paper in the header of all pages. Do not include page numbers in the header or footer. The footer should be left blank.

TITLE AND AUTHOR

**TITLE OF THE PAPER SHOULD BE IN UPPER CASE
14 POINT CALIBRI BOLD FONT**

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ABSTRACT

The abstract should summarise the content of the paper and should not be more than 250 words in length.

INTRODUCTION

Outline of the paper in the features in the introduction

MAIN HEADINGS (METHODS, DISCUSSION, CONCLUSIONS)

All headings should be positioned flush left. Headings should be presented as shown in the template, where primary headings are written in upper case bold with one blank line above and below the heading.

Secondary Headings

Secondary headings should be written in italic bold font, and the first characters of all words in a secondary heading should be written in upper case with one blank line above and below the heading.

FIGURES, TABLES AND EQUATIONS

Centre table title above the table and figure caption below the figure. Allow one line of space between the table title and table and between the figure and its caption. Allow one line of space between the table, table title, figure or figure caption and the adjacent text. Tables and figures may be in colour.

Figures, equations and tables should be included in the text to be in *italic* and numbered sequentially. For example:

Table 1: Tables should be centred and preceded by a numbered caption.

	P-1	P-2	P-3	P-4	P-5
D _o Flank-Flank [m]	2.384	2.393	2.408	2.424	2.378
t – Flank [m]	0.196	0.223	0.224	0.224	0.207
V– Flank [m/sec]	0.241	0.228	0.226	0.225	0.233
D _o Intra-Extra [m]	2.358	2.270	2.274	2.303	2.379
t – Intrados [m]	0.243	0.281	0.293	0.282	0.200
t – Extrados [m]	0.204	0.199	0.202	0.205	0.217

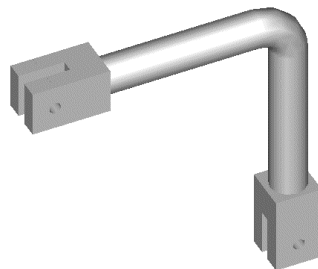


Figure 1. Figures should be centred and followed by a numbered caption.

Equations should be centred and numbered in parentheses. The equation number should be positioned flush right. Equations should be referred to in the text as in the following example. See Equation 1 below:

$$\varepsilon_{1,p} = \gamma'_R (N_R)^{co} \quad (1)$$

NOMENCLATURE

All symbols and characters must be defined in the text when they first appear. In addition, you may have a Nomenclature section just before the Reference section.

CONCLUSION

Draw assumptions and key conclusions here.

REFERENCES

References should be written using single-spaced 11 point Calibri font and should be given a number in the body of the paper and listed numerically. References should include the following: names of all contributing authors (last names first); year of publication in parenthesis; title of article in quotation marks; title of journal or book in italics; publisher, city, state, and country of publication if applicable, volume number; inclusive pages. Some examples of references are as follows:

- (1) Marsden, B. J. and Hall, G. N. (2012). "Graphite in Gas-cooled Reactors," *Comprehensive Nuclear Materials*, Elsevier, UK.
- (2) Cook, R. D., Malkus, D. S., Plesha, M. E. and Witt, R. J. (2002). *Concepts and Applications of Finite Element Analysis, 4th ed.*, John Wiley & Sons.
- (3) Prinja, N. K., Shepherd, D., Curley, J. (2005). "Simulating structural collapse of a PWR containment," *Nuclear Engineering and Design*, UK, 230 2033-2043.
- (4) Hughes, T. J. R. and Allik, H. (1969). "Finite Elements for Compressible and Incompressible Continua," *Proc., Symposium on Application of Finite Element Methods in Civil Engineering*, ASCE, Nashville, TN, 27-62.
- (5) International Conference of Building Officials. (1988). *Uniform Building Code*. Whittier, California, USA.

COPYRIGHT TRANSFER AGREEMENT

The text below in italics is for your information and agreement prior to submittal of the paper.

The author(s) warrant(s) that the submitted manuscript is the original work of the author(s) and has never been published in its present form.

The Lead Author, with the consent of all other authors, by submitting the paper for publication in 11th International Conference on the Transport, Storage and Disposal of Radioactive Materials transactions, hereby transfers copyright interest in the submitted paper to the Nuclear Institute subject to the following.

- *The Lead Author and all co-authors retain the right to revise, adapt, prepare derivative/expanded works, present orally, or distribute the work.*
- *In all instances where the work is prepared as a "work made for hire" for an employer, the employer(s) of the author(s) retain(s) the right to revise, adapt, prepare derivative/expanded works, publish, reprint, reproduce, and distribute the work provided that such use is for the promotion of its business enterprise and does not imply the endorsement of the Nuclear Institute.*
- *It is recognized that an author who is a U.K. Government employee and who has participated in the submitted work does not own copyright in it.*

Note: If the paper is not accepted by the conference or is withdrawn prior to acceptance, this copyright transfer will be null and void.

4.0 Guide for Oral Presentations (Power Point)

Presentation material should not exceed eight megabytes (8MB) (including charts and photos).

This conference provides a professional forum for the presentation and discussion of new ideas, issues, and developments of importance to the transport, storage and disposal of radioactive materials. A high quality of presentation at a conference is essential to maintain value and usefulness from attendance.

Speakers are asked to be mindful that the style of delivery and content should be appropriate for a large audience. The presentation should be practised to ensure that the allowed time (see below) is not exceeded, to avoid programme delay.

Presentations should be saved as Microsoft Power Point (.ppt or .pptx) and pdf files. Please clearly identify your Power Point and pdf with the Reference Number when uploading. Presentation slides should be prepared so that they are easily readable and understandable by the audience.

Do assume that the audience includes listeners with varying degrees of knowledge of the subject matter, who at the end of the presentation should be able to understand the significance and usefulness of the work. The conduct of the work or basis for the approach taken should be described. A description of the work should include the significant facts and results. Conclusions that highlight the importance of the work should be presented. The significant information about the work should be presented in a concise manner. Information is to be delivered in approximately 15 minutes. It may be advantageous to present the main results and conclusions first, and then discuss achievements, comparison or related work and specific details if time permits.

Each speaker is allotted 20 minutes: 15 minutes for the presentation and 5 minutes for questions.

- minimise the number of slides used (recommend no more than 8-10)
- keep text simple by using bullet points or short sentences
- use images, pictures, tables and graphs
- do not place too much information on one slide
- stay on time

Note: If the speaker and Session Chair agree in advance, the 5-minute discussion period can be reduced or eliminated to allow for additional presentation time. Please keep in mind that the speaker's time will not exceed 20 minutes in total.

PechaKucha

We are looking for volunteers to try a new style of presentation. PechaKucha is a simple presentation format where you show 20 slides, each for 20 seconds. The images advance automatically as you talk along to the images. To enquire contact Amanda via email a.macmillan@nuclearinst.com

5.0 Poster Preparation Instructions

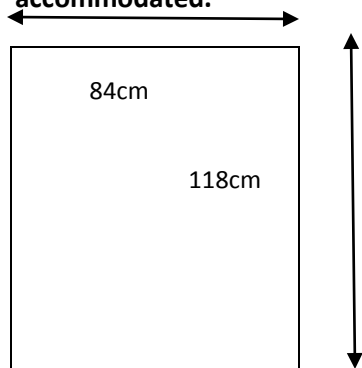
The poster session is a focal point of the conference. It provides an additional method to present scientific papers and engage interactively with conference delegates. It is recognised that preparing a visual communication requires the application of different skills from that of an oral presentation. It is hoped that you will enjoy, and benefit from, this challenge. A poster must not be used for marketing purposes. A marker will be made of the author and their organisation affiliation in the poster label only.

The preparation of a paper to accompany a poster is optional and must be highlighted to the event management team. Each poster will feature in the post-conference proceedings as a pdf. unless instructed otherwise.

Creating a Poster

Posters can be created in any software that you prefer.

- **A portrait poster size of A0 (84cm x 118cm) is requested. Landscape layouts will not be accommodated.**



- Arrangements will be made to display your poster at the venue. We shall make available a board to Velcro or pin to display.
- Try to make your poster as easy to read as possible.
- Use the footer to display the title of your poster, your name, your organisation/department or faculty and institution.
- We recommend a font size of at least 28pt to ensure the text is legible from a good distance.
- If you want to provide handouts of your poster, we suggest you do this on A4 paper.
- To make posters accessible, please remember that the colours red, blue and green in combination are difficult to read for some people.
- Use the poster to visually convey the work and key messages
- Do check the graphic scale of images (about 200 dpi (dots per inch))
- Don't forget to show references, units etc.
- You are responsible for the final production of a poster to be displayed.

Setting up the Poster

We shall write to confirm the location of the poster display at least two weeks ahead of the conference. The poster board must be completely set up the morning of the day that your poster will be displayed. You will be asked to nominate times that delegates can find you with the poster to explain and discuss it. The programme remains under development, however it will include dedicated times for delegates to view.

6. Delegate Registration Information

The conference requires that all speakers, session chairs, and symposium attendees complete a registration form and pay a registration fee.

The full registration fee will include the opening reception, banquet and all refreshments, conference materials, proceedings and access to the exhibition hall.

One-day registration is not available.

To make a group booking please contact events@nuclearinst.com

Visit the website for more detailed registration and hotel information.
<http://www.ramtransport2018.com> or www.nuclearinst.com/Events