

Instructions to technical session speakers and poster presenters

Comité Técnico de la Reunión Anual (CTRA), Sociedad Nuclear Española (SNE)

Introduction

PE-SNE-CTRA-03 Subject

This document, PE-SNE-CTRA-03, describes the instructions that both session presenters and participants in the poster session must be aware of and adhere to.

Types of participation

Attendees at the Annual Meeting who wish to participate in the Technical Program can do so through the following modes:

- Technical Session.
- Technical Session + Poster Session.
- Technical Session + Young Session.
- Poster Session.
- Young Session.

The selection of the participation mode will be conducted on the Annual Meeting website (www.reunionanualsne.es) through the document management platform.

Instructions to technical session speakers

Below are the instructions for the Technical Session presenters.

The Technical Session presenters are required to make 3 submissions.

1 Abstract

The abstract consists of one page of text and is submitted through the Annual Meeting website using the template provided in .docx format before the deadline set by the CTRA. **The abstract must be uploaded in PDF format.**

2 Paper

The written paper consists of 4 to 8 pages of text and is submitted through the Annual Meeting website using the template provided in .docx format before the deadline set by the CTRA. **The paper must be uploaded in PDF format.**

The PDF file name will be **SS-NN_Acronym.pdf**, where SS are the digits corresponding to the session to which the presentation has been assigned, and NN is the number of the presentation within the session. The acronym has a maximum of 15 characters and appropriately represents, as much as possible, the presentation title.

3 Presentation

The presentation is a pptx file uploaded to the Annual Meeting website using the **same name as the paper**.

This presentation can be uploaded up to 10 days before the Annual Meeting and will not be published in the Annual Meeting's library.

! Important

The paper must be uploaded before the deadline set by the CTRA to be eligible for awards. After this deadline, papers can still be uploaded, but it will no longer be possible to be eligible for technical area awards.

! Important

The paper must adhere as closely as possible to the format of the template provided to the presenter by the CTRA, as all written papers will be uploaded to the library of the Annual Meeting. If the author does not wish for the paper to be included in the Annual Meeting's library, they must notify the CTRA via the following email address: ponencias@sne.es.

Important

If the presentation cannot be uploaded to the Annual Meeting website or additional internet connection, video, or audio files are required, the author must contact the coordinator of their Technical Session and **the responsible person for the Technical Area in CC** to provide both with the additional material

Technical presentation

In the weeks leading up to the Annual Meeting, the assigned Technical Session coordinator contacts the paper's author to confirm their name, surname, affiliation, and email address. The contact will always be made to the email address used by the user who uploaded the paper. The author must confirm whether they will be the presenter, and if the presenter is someone else, the author must notify the coordinator of the corresponding Technical Session.

Presenters must be present in the Technical Session room at least 10 minutes in advance to address any possible issues with the session chair, coordinator, and technical area responsible person.

Important

To be a presenter in a Technical Session, it is necessary to be **registered for the Annual Meeting**, which entails payment of the corresponding registration fee.

Paper publication

Papers are published with **ISBN reference 978-84-090-01616-7** on the Annual Meeting website and can be accessed by all the attendees during that same year and by the general public after the next Annual Meeting.

The authors of the papers authorise the Spanish Nuclear Society to publish them, either in print or electronic format, in any media of the Society. In particular, they authorise the SNE to publish them in the issue of the Nuclear Spain magazine dedicated to the Annual Meeting, as well as on the Annual Meeting website for all registered attendees to consult, print, and download.

The authors of the papers are solely responsible for ensuring that the content of their written papers complies with legislation regarding intellectual property rights.

Consequently, the Spanish Nuclear Society is not responsible for any possible copyright violations that correspond to the legitimate holders. The authors of the papers are liable for any damages or losses of any kind suffered by the Spanish Nuclear Society, directly or indirectly, as a result of the authors' failure to comply with current regulations on intellectual property protection.

The presenters are responsible for sending their written papers in protected files for modifications. The Spanish Nuclear Society assumes no responsibility for the fraudulent use of written papers that do not meet this requirement.

Technical Session + Poster Session

When additional participation in the Poster Session has been selected, **the author will be contacted by the person responsible for the Poster Session at the CTRA**, to whom they must send the corresponding poster document for presentation at the Annual Meeting.

Technical Session + Young Session

When additional participation in the Young Session has been selected, **the author will be contacted by the responsible person for the Young Session at the CTRA**, to whom they must send the corresponding document for the presentation they will be delivering at the Young Session of the Annual Meeting.

Poster Session participants' instructions

Below are the instructions for the Poster Session presenters. The Poster Session presenters are required to make 2 submissions.

1 Abstract

The poster abstract will consist of one page of text and will be submitted through the Annual Meeting website using the template provided in .docx format before the deadline set by the CTRA. **The abstract must be uploaded in PDF format.**

2 Poster

The poster file must be uploaded in PDF format with a 90 x 150 cm size to be published in the Annual Meeting web library.

Poster presentation

The author presents a reproduction of the poster in a maximum size of 90 cm wide by 150 cm high at the Annual Meeting itself. The poster session coordinator contacts the authors to specify the presentation format, which can be either physical (for which the author must bring the poster in paper format to the Annual Meeting) or digital (where, unless otherwise indicated by the poster session coordinator, it is sufficient to upload the digital poster file to the designated space on the Annual Meeting website).

The poster is displayed in a prominent location. Additionally, authors are allowed to briefly present their poster orally for 3 minutes during the Poster Session. If the author wishes to take advantage of this opportunity, they must inform the poster session coordinator before the deadline for paper submissions.



Important

To be a presenter in the Poster Session, it is necessary **to be registered for the Annual Meeting**, which entails payment of the corresponding registration fee.

Young Session participants' instructions

Below are the instructions for the Young Session presenters. The Young Session presenters are required to make 2 submissions.

1

Abstract

The presentation synopsis consists of one page of text and is submitted through the Annual Meeting website using the template provided in .docx format, before the deadline set by the CTRA. **The synopsis must be uploaded in PDF format.**

2

Presentation

The presenter must upload the presentation to the document management platform of the Annual Meeting. The format is free.



Important

To be a presenter in the Young Session, it is necessary **to be registered for the Annual Meeting**, which entails payment of the corresponding registration fee.

Best papers and poster selection

In order to be eligible for the selection of the best papers in each technical area, it is essential to submit the paper by the deadline through the Annual Meeting website (www.reunionanualsne.es). The best papers presented in each technical area, Poster Session, and Young Session are selected according to the process described below.

The selected presentations and posters are announced during the closing session of the congress and receive a certificate during the Operational Experiences Day of the Spanish Nuclear Society the following year.

Criteria for the best papers selection

The session chair and the Technical Session or Young Session coordinator fill out a sheet where they will score each presentation. Additionally, the CTRA member present in the room provides a third score. Each presentation presented in the Technical Session is evaluated based on these three scores. Each evaluator scores the presentations between 5 and 50 points, with the overall score being the sum of the scores given by the three evaluators.

The evaluation is done by scoring from 1 to 10, without decimals, according to the criteria and scoring range listed in Table 1.

The winning presentation in each technical area is the one with the highest score of all presentations presented in that area, with a number of awards proportional to the number of participants in each technical area being awarded.

In the event of a tie in the overall score of the most voted presentation, the decision will be made by the CTRA member responsible for the technical area.

Criteria for the best poster

The best poster is selected from all presented in the Poster Session by the responsible person for the Poster Session. To do this, the scores given by the attendees of the session are collected, where each attendee has a single vote, which they express through the voting slip provided on-site.

SCORE CRITERIA					
	Objectives	Scientific and professional interest	Outcomes and results	Communication	Timing
1 – 2	Undefined objectives.	Lacking interest and nothing original or without contribution.	Without results or conclusions.	Unclear presentation, illegible visual aids, body language, and voice not conveying the intended message.	The time is exceeded or the presentation is abruptly cut off without a proper conclusion.
3 – 5	Defined objectives, but unclear.	Some scientific or professional interest. Not original, but with some contribution, such as offering complementary results to those of other works	Partial or preliminary results or unclear or not matching conclusions.	Presentation delivery slightly confusing, visual aids containing excessive or insufficient information, acceptable body language.	Speaks too quickly or too slowly, lacks good time control.
6 – 7	Well-defined objectives.	Interesting due to its scientific quality, applicability, or originality.	Overall results, clear conclusions.	Good level of presentation delivery, appropriate visual aids, acceptable body language.	Meets the time requirement.
8 – 10	Very well-defined objectives.	Scientifically very interesting or of great professional interest, or very original and innovative.	Relevant results and clear conclusions consistent with the results.	Excellent, adept at capturing the audience's interest. Appropriate content selection, credible and convincing delivery, reinforced message through body language and pace.	Meets the time requirement and adjusts the available time to the needs of each part of the presentation coherently.

Table 1. Criteria for evaluating papers at the Annual Meeting of the Spanish Nuclear Society.