



ITU Regional Forum on Current Regulatory Issues in the Area of Telecommunications and Radio Frequency Resource Usage for CIS Countries and Europe

Ukraine, Kyiv, UCRF, 11–13th September 2012

Requirements to speech

Report should last maximum 20 minutes

Requirements to formatting of report thesis

Topic of report: capital letters, bold-face type, formatting on centre; author's initials and surname, bold-face italics, formatting on centre; country, city, title of organization, capital letters, formatting on centre; postal address, phone number, e-mail of organization or author.

Volume: 1 page of A4 format

Format: MS Word 1997-2003 with extension *.doc

Margins: head and bottom – 2 cm., left – 2,5 cm., right – 1,5 cm

Indented paragraph: 1 cm

Font: Times New Roman 12th font size, single-space printing

Text alignment: on edge

Example

TOPIC OF REPORT

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Text of thesis

Requirements for the presentations:

- presentations are allowed only in MS PowerPoint;
- presentation volume should be maximum 15 slides;
- presentation should consists of:
 - speaker's introduction and subject of the report
 - main content of the report
 - conclusions and results, contact information of the speaker.

The author is responsible for the materials content and grammatical, spelling, semantic mistakes and other ones.

Electronic versions of presentations as well as brief information about speakers and their photos in *.jpg should be sent to e-mail: forum2012@nkrz.gov.ua.