



# **International Nuclear Information System Training Seminar**

**Virtual participation via Microsoft Teams**

**11 - 13 November 2025**

**Ref. No.: EVT2404229**

## **Information Sheet**

### **Introduction**

The International Nuclear Information System was established in 1970, some 55 years ago for the purpose of sharing the world's information in nuclear science and technology. INIS Liaison Officers are tasked with providing INIS the knowledge products that are created within their country. They also advise and recommend improvements to the system.

### **Objectives**

The purpose of the event is to train International Nuclear Information System (INIS) Liaison Officers and those working in INIS Liaison Offices in various aspects of their work. The training will cover submission of records, sources of input, use of the interface, and general principles of information management. The training will also serve as a platform for a discussion on ways to encourage participation and promote INIS to national researchers and scientists.

### **Target Audience**

The meeting is targeting INIS Liaison Officer and Alternate INIS Liaison Officers, those working in INIS offices, and information management professionals in those countries where a liaison officer has not yet been appointed.

# Language

English

## Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **30 September 2025**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
  - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
  - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
  - Complete or update their personal details under ‘Complete Profile’ and upload the relevant supporting documents;
  - Search for the relevant event under the ‘My Eligible Events’ tab;
  - Select the Member State or invited organization they want to represent from the drop-down menu entitled ‘Designating Authority’ (if an invited organization is not listed, please contact [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org));
  - Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A);
  - Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form, will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form, will automatically be sent to the IAEA through the online platform.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Selected participants will be informed in due course on the procedures to be followed with regard to administrative matters.

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency’s Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. The IAEA may also use the contact details of Applicants to inform them of the IAEA’s scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA’s mandate. Further information can be found in the [Data Processing Notice](#) concerning the IAEA InTouch+ platform.

# Organization

## Scientific Secretary

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Subsequent correspondence on scientific matters should be sent to the Scientific Secretary/Secretaries and correspondence on other matters related to the event to the Administrative Secretary.

## Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:

[www.iaea.org/events/EVT2404229](http://www.iaea.org/events/EVT2404229)