



IAEA

Atoms for Peace and Development

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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National Liaison Officers/National Coordinators

In reply please refer to: **TN-RER6040-2406758**

Dial directly to extension: (+43 1) 2600-26306

2024-12-04

Subject: Regional Training Course on Advanced TPS Algorithm Commissioning and Validation, Seibersdorf, Austria, from 3 to 6 March 2025.

Dear National Liaison Officer / National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RER6040, “Enhancing Radiotherapy Delivery Through Improved Use of Advanced Dosimetry and Radiotherapy Techniques”.

The purpose of the event is for Medical Physicists to understand how the beam modelling in the treatment planning system can affect the treatment plans.

The attached Information Sheet provides further details, including technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures. Member States are strongly encouraged to identify women participants.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant’s residence and Vienna or a travel allowance to purchase an air ticket. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the event in line with IAEA rules and procedures.

Occupational Exposure to Radiation: This activity may involve occupational exposure to radiation. Therefore, persons nominated are required to duly complete and return the attached Occupational Exposure History (OEH) form. The IAEA will provide participants in due course with a dosimeter to monitor their occupational exposure during this event.

We would appreciate receiving your country’s nominations by **15 January 2025** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the [IAEA’s webpage](#). Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA, preferably by email to Official Mail - IAEA Mail address Official.Mail@iaea.org, with copy to Ms Mayumi Yamamoto

M.Yamamoto@iaea.org. and Ms Angie Mieses A.Mieses-Concepcion@iaea.org. Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Yamamoto', written in a cursive style.

Mayumi Yamamoto
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosures: Information Sheet
OEH Form