
ORAL PRESENTATION GUIDELINES

The International Population Conference Organising Committee welcomes your contribution to the 2025 Conference.

In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

Registration Details

Prior to the Conference

All presenters are required to register and pay for the Conference. If you have not done so already, please visit <https://ipc2025.iussp.org/> and complete the registration form.

Onsite at the Conference

Please visit the registration desk when you first arrive at the Conference and collect your name badge and other related materials. From there you will be directed to the Speaker Preparation Room to check in with the audio-visual technicians.

If you have any queries regarding the program or your presentation, please visit the registration desk located on the Plaza Level outside the Plaza Ballroom of the [Brisbane Convention and Exhibition Centre](#).

The **Registration Desk** will be open during the following times:

Sunday 13 July 2025..... 1600 - 2000
Monday 14 July 2025..... 0730 - 1715
Tuesday 15 July 2025 0730 - 1715
Wednesday 16 July 2025 0730 - 1715
Thursday 17 July 2025..... 0730 - 1715
Friday 18 July 2025 0730 - 1500

PowerPoint Presentations

All PowerPoint presentations are highly recommended to be uploaded via the [speaker dropbox link](#) by **Tuesday 8 July 2025**. When uploading your presentation please ensure you have saved your file in the following file format prior to uploading.

"Date You Are Presenting, Speaker Full Name, Presentation Name". E.g. Monday 5 May - John Smith - Future Developments. Should you need to upload a new version please add "V2" to the end of your presentation name.

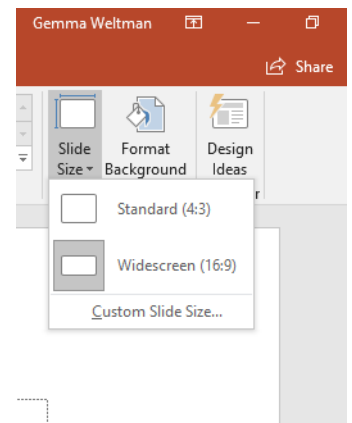
Note that only the submitting author will be able to submit the PowerPoint Presentation for the abstract.

Alternatively, speakers are required to bring their presentation on a USB to the Conference and to visit the speaker preparation room **at least 4 hours prior** to their allocated presentation time. This is to ensure your presentation is uploaded and tested with time to make any necessary changes.

Presentations must be completed in Microsoft PowerPoint. Should your presentation be a Keynote slideshow (Mac) it is imperative that this be converted to a PowerPoint file prior to arrival at the Conference.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:

1. In PowerPoint or Office 365 choose the "design tab" then click on the "slide size" button.
2. In the drop down box, select "Widescreen (16:9)".



You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

If you upload your presentation via the [speakers' dropbox link](#), you are still required to visit the speaker preparation room to check your presentation and receive further information as applicable.

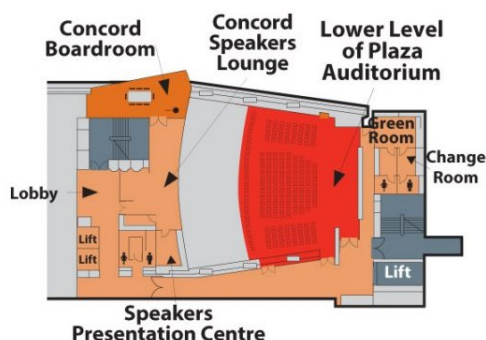
Font Selection

We encourage you to use standard fonts for your presentation. Unsupported fonts can affect how your presentation is displayed in the room and may be harder for attendees to read.

The recommended fonts are Arial and Times New Roman. Please note that certain fonts may not be supported onsite.

Speaker Preparation Room

The Speaker Preparation Room is located on the Concord Level in the Concord Speakers Lounge.



The **Speaker Preparation Room** will be open during the following times:

Sunday 13 July..... 16:00-1800
Monday 14 July 0730-1715
Tuesday 15 July 0730-1715
Wednesday 16 July 0730-1715
Thursday 17 July 0730-1715
Friday 18 July 0730-1500

Please note, these times are estimates and are subject to change closer to the Conference.

At the Speaker Preparation Room, you will be able to prepare for your presentation and make final changes to your presentation on the available computer stations.

All oral speakers are asked to load/check their presentation **at least 4 hours prior** to their session commencing to ensure the presentation is checked and tested.

Audio Visual Equipment

The following Audio-Visual equipment will be in every room at the Conference:

- Projection screen and data projector
- One presentation computer
- Microphone attached to the lectern
- One handheld microphone for questions

All videos should be embedded into your presentation. If you require computer usage beyond your PowerPoint presentation please consult your Speakers Prep technician.

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements prior to the start of the Conference. We will try to accommodate requests however, this cannot be guaranteed.

A floating technician will be available to handle any problems that may arise.

Session Details - Check Ahead

Please visit the [Conference Program](#) well ahead of time to confirm details of your session within the Conference Program. The Program is subject to change.

Time Allocation

The session time allocated is 90 minutes per session, with exact timings dependent on the number as noted below. The session chair will welcome attendees, introduce the session, keep time, facilitate audience discussion, manage Q&A as well as serve as discussant if none is assigned. Please check the [Conference Program](#) to confirm your session time. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to.

- 4-paper sessions: 15 min per speaker
- 5-paper sessions: 12 min per speaker
- Flash sessions (6+ presenters): 8-10 min per speaker
- Discussants: 10 minutes in total to comment on all papers
- Audience Q&A: Approximately 15 minutes

Please strictly adhere to these time limits.

Question and answer time should immediately follow the presentations unless otherwise agreed. If there is no discussion the session chair will prepare at least two questions per paper in advance.

Your Chair will time your presentation and provide you with a warning at **2 minutes** remaining and **when time is up**. You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, please keep to the program timing. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

Please check the [Conference Program](#) to confirm your session time.

Session Venue - Arrive Early

Please assemble in your session room **at least 10 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

Speaker Procedures

- Your presentation will be available via the laptop on the lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room located on the Concord Level for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.

Session Room Set Up

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

Should you have any additional needs or accessibility requirements, please advise the team as soon as possible so that appropriate arrangements can be made.

Language

Please note that the official Conference language is English. **All presentations should be made in English.** If you plan to present in another language, please prepare your PowerPoint slides in English

If you require further assistance, please contact the IUSSP at:
Email: ipc2025@iussp.org

**Thank you for your help in making the
International Population Conference 2025 a success!**



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