



## IPC 2025 Guidelines for Chairs

### Welcome Chairs of IPC2025!

Thank you for agreeing to serve as a session chair at the 30th International Population Conference in Brisbane. Your role is vital in ensuring the success of the conference. This document provides essential guidance to help you prepare and lead a well-organized and engaging session. It includes steps to take in advance of the conference, as well as practical tips for managing your session on the day. Whether you're welcoming in-person presenters or coordinating a virtual contribution, your efforts help maintain the high standards and collegial atmosphere that define IPC. We are grateful for your commitment and look forward to an excellent conference together.

*Please notify us immediately at [IPC2025@iussp.org](mailto:IPC2025@iussp.org) if you are unable to attend the conference and chair the session so that a replacement can be found.*

### I. Before the Conference

#### 1. Session Overview and Access

- o Log in to [ipc2025.popconf.org](http://ipc2025.popconf.org) to view your session details, paper titles, and presenter contact information.
- o Paper order. If you wish to change the order of the papers listed in the online programme, please send an email to [ipc2025@popconf.org](mailto:ipc2025@popconf.org) with the title of the session and the new ordering of the papers.

#### 2. Contact Presenters and Discussants

- o At least two weeks before the conference, reach out to all presenters and the discussant (if applicable) to:
  - Confirm attendance and participation.
  - Clarify session format and speaking times.
  - Encourage sharing of papers and presentations within the session group.
  - Build rapport to foster a collegial and productive session.

#### 3. Paper Uploads

- o Remind presenters to upload their papers by **30 June 2025** to make them available to discussants and attendees.

- o Discussants (if any) are not expected to review papers submitted after the deadline.
  - o Papers should not be circulated beyond the session participants.
4. **Paper Withdrawals**
- o If a presenter cannot attend, consider proposing a poster from the conference as a replacement.
  - o Notify the IUSSP Secretariat at [ipc2025@iussp.org](mailto:ipc2025@iussp.org) of any paper withdrawals and potential substitutes.
5. **Language and Accessibility**
- o All presentations should be in English or have **PowerPoint slides in English**, as no interpretation will be available.
6. **Virtual Presentations**
- o Some presenters who are not able to travel to Brisbane, especially if they are unable to get a visa, will be offered the option to participate virtually.
  - o These presenters provide a pre-recorded video or narrated PowerPoint the week prior to the conference, which will be sent to you as the chair and to the IUSSP Secretariat. We ask you to please check the audio and timing as soon as you receive the file, so there is time for the presenter to make any necessary changes before it is uploaded in the Speakers Presentation Room to be played during the session..
  - o We will try to facilitate live participation via Zoom/Teams if possible and inform chairs in advance if a participant will be joining the session virtually..
7. **Technical Preparation**
- o Presenters are encouraged to send their PowerPoint files in advance – a link will be provided. Authors can also upload the PPT file directly from a USB drive in the Speakers Presentation Room – all PowerPoint presentations must be uploaded in the Speaker Presentation room at BCEC, ideally the day before the session. Presentations cannot be uploaded in the session room.
  - o All session rooms are equipped with a computer and slide projector.
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## II. During the Session

1. **Arrival and Setup**
- o Arrive at least 5–10 minutes early.
  - o Meet your presenters and verify name pronunciations
  - o Verify the order of presentations.
  - o Ensure any pre-recorded presentations are ready to play.
2. **Opening the Session**
- o Welcome attendees.

- Introduce yourself and the session title.
  - Mention that papers can be viewed on the conference site (if applicable).
3. **Timekeeping and Flow**
- Sessions last 90 minutes; they should start on time and cannot be extended. The chair should keep the time.
  - Stick to the published order of presentations.
  - Introduce each presenter with the name, affiliation, and title of their paper.
  - Enforce time limits strictly:
    - **4-paper sessions:** 15 min per speaker.
    - **5-paper sessions:** 12 min per speaker .
    - **Flash sessions (6 papers):** 10 min per speaker
    - **Discussant** if there is one - 5 minutes.
  - Use time warnings (e.g., 5 min, 2 min, stop).
4. **Facilitating Discussion**
- Discussion is key in any session. The chair should allow sufficient time for discussion from the floor. Total time for discussion is 30 minutes in each session. If there is a discussant, allow for max 5 to 10 minutes of comments by the discussant and at least 20 minutes of discussion from the floor
  - The discussion will be moderated by the chair.
  - Q&A should immediately follow the presentations unless otherwise agreed.
  - If there is no discussant, prepare **at least two questions per paper** in advance.
  - Moderate discussion by calling on audience members, keeping questions concise, and ensuring broad participation.
5. **Virtual Presentation Integration**
- Play pre-recorded presentations during their scheduled slots.
  - If the speaker joins live, allow brief comments or responses, time permitting.
6. **Session Wrap-Up**
- Thank the presenters and audience.
  - Clearly indicate the end of the session.

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### III. After the Session

- Complete the brief post-session survey (provided on-site) to report:
  - Approximate audience size.
  - Quality of presentations.
  - Technical issues or other observations.
- For technical problems during the session there will be a technical person assigned to a group of rooms to assist. For no-shows, contact the IPC Secretariat on-site or email [ipc2025@iussp.org](mailto:ipc2025@iussp.org).