Guidelines for Oral Presentations – IPC 2025

IF YOU CANNOT ATTEND

Please notify the organizing team immediately at **IPC2025@iussp.org** if you are unable to attend or present your paper, so we can update the programme accordingly.

DEADLINE FOR UPLOADING FULL PAPERS

Upload your **final full paper** or an **updated extended abstract** to the programme website: https://ipc2025.popconf.org/   **Deadline: 30 June**

- This version will replace your earlier abstract and remain accessible after the conference.
- Chairs and discussants rely on this document to prepare, so timely submission is essential.

SESSION FORMAT AND TIMING

- **Duration:** All sessions are **90 minutes**.
- **Structure:** Each session includes **4 or 5 presentations**, followed by a **group discussion** with the audience.
- **Chair:** Each session is facilitated by a **Chair**.
- **Discussant (if applicable):** Offers brief remarks on all papers before the audience discussion. *If there is no Discussant, the Chair may serve in this role.*

PRESENTATION TIME LIMITS

- **5-paper sessions:** 12 minutes per presenter
- **4-paper sessions:** 15 minutes per presenter
- **Flash sessions (6+ presenters):** 8–10 minutes per presenter
- **Discussants:** 10 minutes total to comment on all papers
- **Audience Q&A:** Approx. 15 minutes

Please strictly adhere to these time limits.

CHAIR RESPONSIBILITIES

- Keep time and ensure presenters do not exceed their allotted time
- Facilitate the audience discussion and manage Q&A
- Serve as Discussant if none is assigned

ARRIVAL TIME

All **Chairs, Discussants, and Presenters** should arrive **5–10 minutes before** the session begins.

Preparing Your Presentation

PRACTICE IS KEY

- Rehearse your talk multiple times to ensure clarity and timing.
- If your presentation exceeds the allotted time, trim nonessential content—**do not simply speak faster**.

SLIDE DESIGN TIPS (Presentation must be in Microsoft POWERPOINT ONLY – all other formats must be converted to PowerPoint before arriving at the conference)

- **Title Slide:** Include full names, affiliations, and contact info of all authors; highlight the presenting author.
- Projector screens at the venue will be in **16:9 format**. To adjust your slides in PowerPoint go to the "design tab", click on the "slide size" button, and select "widescreen (16:9)".
- **Limit Words:** Aim for 3–4 bullet points per slide, with fewer than 10 words per bullet.
- **Font Size:** Please use **standard fonts such as Arial and Times New Roman**. Use **at least a 20-point font** for readability. Some fonts may not be supported.
- **Data Visuals:** Use clear, colorful charts, maps, graphs, or images to highlight key findings.
- **Avoid Large Tables:** Convert complex tables into visuals or summarize key results in bullets.
- All videos should be embedded into your PowerPoint presentation.
- **Slide Count:** Prepare approximately **one slide per minute** of presentation time.
- **Avoid Jargon:** Define any technical terms or abbreviations before using them.
- **Proofread Carefully:** Ensure spelling, grammar, and clarity are polished.

ZOOM TRAINING AND PRACTICE OPPORTUNITIES

- Attend or watch the Zoom session on **"How to Prepare a Good Oral Presentation."** *(More information available on the programme website.)*

UPLOADING YOUR PRESENTATION FILE (see Arinex Speaker Room Instructions)

- All rooms are equipped with a screen, a projector, and a presentation computer.
- PowerPoint presentations are highly recommended to be uploaded via the **speaker dropbox link** by Tuesday 8 July 2025.
- You can also upload your file in the **Speaker Prep Room** at least 4 hours before **your session.** You should also go to the Speaker Prep Room to check your uploaded files if they were uploaded via the Dropbox
- Bring your file on a **USB drive**.
- **File naming format:**
  "**Date You Are Presenting, Speaker Full Name, Presentation Title".** E.g. Monday 5 May - John Smith - Future Developments. Should you need to upload a new version please add "V2

FOR NON-ENGLISH-SPEAKING PRESENTERS

- **No simultaneous translation** will be available.
- If possible, **present in English**.
- If not, prepare your **slides in English**, using help from colleagues or translation tools.
    - This ensures your research is accessible to the primarily English-speaking audience.