



Dear Presenters,

We are delighted to welcome you to the IDPA 2025 Congress. To ensure a smooth and high-quality experience for everyone, please review the following updated guidance for all oral presentations carefully.

Presentation Content

Your presentation should be clear, focused, and concise. Include only the most important information to communicate your research effectively. You may use diagrams, graphs, photos, and other visual elements with clean layouts.

Your presentation **must include**:

- A title slide with your name and co-authors
- A verbal introduction including your full name at the start of the presentation
- Only results that directly support your main conclusions
- A disclosure slide as the final slide
 - If there are no conflicts of interest, include this text:
"All authors have declared no conflict of interest."

Timing and Session Flow

- Each oral presentation will last 7 minutes, followed by 3 minutes for questions.
- A moderator will manage time and questions.
- Please check the [conference agenda](#) for your session time and location.
- Arrive early to verify that your presentation file is correctly loaded and that all visuals display properly.

Language and Interpretation

- You may present in English or Spanish.
- Slides may be either bilingual or in English or Spanish alone as you prefer.
- Selected sessions may be hybrid, including participants joining by Zoom, and this is indicated in the program.
- Speak clearly and at a moderate pace so both in-person and online participants can follow easily.
- Coordinate with the room facilitator/moderator to allow questions from both audiences.

Formatting Requirements for Presenters

- Slide size: 16:9 widescreen (landscape orientation)
- Text limit: Maximum 7 lines per slide
- Font: Arial, Calibri, or Times New Roman, size 28 or larger
- File format: PowerPoint (.pptx) or Google Slides
- You may optionally use the official Congress PowerPoint template (available on the [website](#)).

File name format:

(SubmissionID)_(PresentingAuthorSurname)_(Presentation Date DDMM)_(Presentation Time)_(RoomName)

Check the [published agenda](#) to confirm your date and room.

Uploading Your Presentation

Please create a folder in this [file](#) and upload both your **PowerPoint / Google slides** by **November 21**.

**Folder Naming:**

(Abstract#)_(PresenterLastName)_(DateDD/MM)_(Time)_(Location/Room)

File Naming:

- Presentation: (Abstract#)_(PresenterName)_(PresentationTitle)
- Video: (Abstract#)_(PresenterName)_VideoPresentation

Grant view and download access to:

idpaguatemala@wuqukawoq.org

Do not share the link publicly.

Bring a **backup copy** of your presentation on a USB drive in case of technical issues.

We deeply appreciate your cooperation in following these instructions. Your attention to detail helps ensure a smooth, inclusive, and successful Congress.

We look forward to your contribution at IDPA 2025!

Warm regards,

IDPA 2025 Scientific and Organizing Committees