

Instructions for In-Person Oral Presentations

We look forward to welcoming you to Armação de Búzios!

What follows is a guide for *In-Person Oral Presenters*. This guide will cover the following topics:

- Guideline for Presenters
- Instructions on presenting in one of the parallel oral sessions

Guidelines for Presenters

Presentations must be given by the designated presenter during the conference. The designated presenter of your abstract(s) is available in [the programme](#).

Note that only those who have completed registration for IAMC 2025 will be able to access the programme.

If you would like to **update your abstract, modify the names or affiliations of co-authors, or upload/change your profile photo, you can edit your submission until November 7**. Detailed information is available [here](#). You do not need to update the long abstract as only the short version will be shared.

Parallel Session Presentations

- Each presenter is assigned to one of the sessions during the conference.
- Session assignments can be found in the [Programme](#).
- **Each oral presentation lasts 10 minutes**, followed by **5 minutes of discussion**. Please do not exceed the allocated time. Typically, this means using no more than five slides.
- Prepare your slides as a PowerPoint or PDF file, ideally using a 16:9 aspect ratio.
- Name your file with the following convention "**Session name_Abstract ID_Surname**." For example, *NATIONAL_123_Smith.pdf*.
- **On-site presenters are kindly asked to share their presentations using one of the following options:**
 - **Bring the file on a USB drive** and deliver it to the session room well in advance of the session start time.
 - **Upload the file to the shared Google Drive folder** (available to users with a Gmail account). The link to the folder will be provided before the start of the meeting.
 - **Send the file by email** to iamc@iamconsortium.org. If you choose this option, please send your presentation at least one to two hours before your session to ensure a smooth upload and setup process, and include the day and session of your presentation.
- Please note that you **cannot use your own computer** for the presentation; only the PC provided in the room may be used.