Congress Guidelines

Time Distribution

Specialty Symposium

Total duration-60 minutes

1st Chairperson: 3 minutes for opening remarks & to introduce speakers; **Please note speaker bio will be projected on the screen.**

Keynote speaker: 12 minutes keynote address

Q/A: 3 minutes

Panel Discussion: 30 minutes

Q/A: 10 minutes

2nd Chairperson: 2 minutes for Conclusion

Guest Lecture

Total duration-30 minutes

1st Chairperson: 2 minutes for opening remarks & to introduce speakers

 Speaker: 20 minutes address

Q/A: 6 minutes

2nd Chairperson: 2 minutes for Conclusion

Concurrent Session- 60 minutes

Debate

1st Chairperson: 2 minutes to introduce the subject and call the jury & debaters to the stage

1st Jury: 3 minutes to speak about rules of debate & ask to start debate on subject & monitor time

1st Topic: For speaker- 8 minutes

        Against speaker- 8 minutes

Rebuttal by the 1st speaker – 2 minutes

2nd Jury: 3 minutes to pass a verdict

2nd Topic: For speaker- 8 minutes

        Against speaker- 8 minutes

Rebuttal by the 1st speaker- 2 minutes

Jury: 3 minutes to summarize key arguments and evidence impartially

Q/A- 10 minutes

2nd Chairperson: 2 minutes for Conclusion

Symposia session

Total duration-60 minutes

1st Chairperson: 2 minutes for opening remarks & to introduce speakers

Moderator: 5 minutes to introduce the topic & manage the Q/A

Speaker 1: 12 minutes

Speaker 2: 12 minutes

Speaker 3: 12 minutes

Q/A: 15 minutes

2nd Chairperson: 2 minutes for Conclusion

Case-Based session

Total duration-60 minutes

1st Chairperson: 2 minutes for opening remarks & to introduce speakers

Moderator: 5 minutes to introduce the topic & manage the Q/A

Speaker 1: 12 minutes

Speaker 2: 12 minutes

Speaker 3: 12 minutes

Q/A: 15 minutes

2nd Chairperson: 2 minutes for Conclusion

Panel Discussion

Total duration-60 minutes

1st Chairperson: 2 minutes for opening remarks & to introduce speakers

Panel Discussion: 40 minutes

Moderator: introduce the subject & ask the panelist to answer the questions

Panelist 1:

Panelist 2:

Panelist 3:

Q/A: 15 minutes

2nd Chairperson: 2 minutes for Conclusion

Keypad Session

Total duration- 60 minutes

1st Chairperson: 2 minutes for opening remarks & to introduce Quizmasters

Quizmasters: 5 minutes to introduce the rules of the quiz

Quiz for 50 minutes

2nd Chairperson: 2 minutes for Conclusion

Chairperson Guidelines - IPA Congress, Mexico City, May 2025

* Arrive at least 20 minutes before your session and introduce yourself to the hall in charge.

* Begin by introducing yourself and your co-chair.

* Introduce each speaker and their presentation title as listed in the program.

* Monitor presentations closely. If a speaker exceeds the allotted time, politely interrupt and remind them of the schedule.

* If a speaker is absent, proceed directly to the next presentation.

* Actively encourage audience participation.

* Conclude by thanking the presenters and the audience.

Guidelines for Speakers - IPA Congress May 2025

Presentation Preparation:

* Computer Requirements: Please carefully review the presentation computer requirements uploaded on the conference website before preparing your PowerPoint presentation.

* Title Slides: Your presentation must begin with a title slide including your name and the title of your presentation. This should be followed by a second slide disclosing any conflicts of interest. If you have no conflicts to disclose, please state "Nothing to disclose."

* Video Clips: If using video clips, ensure they are embedded within your presentation and test them in the Speakers' Preview Room/ Speaker ready room at least two hours before your scheduled session.

Preview Room/ Speaker's ready room:

* The Speakers' Preview Room/ ready room will be available from May 8th to 10th, between 8:00 AM and 17:00 PM and on 11th between 8:00 AM to 2 PM

* Please upload your presentation at least two hours or one day early before your scheduled session. This will allow ample time for testing and troubleshooting.

Before Your Session:

* Be seated in the first row of the designated hall at least 15 minutes prior to your presentation.

* Introduce yourself to the hall in-charge upon arrival.

During Your Session:

* After the moderator's introduction, please proceed with your presentation.

* A warning bell will ring five minutes before the end of your allotted time.

* Please allocate time for audience questions following your presentation.

Moderator Guidelines (Panel Discussion)

Before the Congress:

Establish Communication: Create a WhatsApp group or email list for panelists. Introduce yourself, the session's theme, format, and expectations. Encourage panelists to share their expertise.

Collaborative Planning: Discuss the session flow, key discussion points with panelists. Share any pre-prepared materials and schedule a technical rehearsal if feasible.

Content Development: Prepare a concise 5-minute introduction covering the theme, its relevance to the congress, and panelist introductions. Develop open-ended questions, and outline a concluding summary.

During the Session: Introduce the subject and outline the format.

Guiding the Discussion: Direct questions to specific panelists to ensure balanced participation. Facilitate dynamic interaction, maintain professionalism, manage time effectively, and incorporate audience Q&A.

IPA Congress Mexico 2025 - Debate Guidelines

Chairperson to introduce subject and call the jury & debaters to stage

1st Jury to speak about rules of debate & ask to start debate on subject & monitor time. Manage speaker presentations and 2-minute rebuttal for the first speaker. Enforce time limits.

2nd Jury to pay close attention to arguments and summarize key arguments and evidence impartially Provide a good take-home message.

2nd Chairperson to Conclude the session.

Abstract Review

Poster Discussion: Judges Guidelines

* Please review the conference program or app for your assigned session time and location. All participants are invited to the poster area at .... to view posters and engage with presenters.

Note: Multiple parallel poster sessions will run concurrently.

* Arrive 10 minutes early to familiarize yourself with the session's layout and confirm the number of posters assigned to you. This will help you manage the allotted time effectively.

* Each presenter has 5 minutes total: 3 minutes for presentation and 2 minutes for discussion. Ensure presenters adhere to this timeframe.

* Use the provided marking sheet to evaluate each poster and submit it to the abstract session coordinator.

Guidelines for Judges: Oral Paper Presentation

Your role as a judge is vital in ensuring a fair and constructive evaluation process. Please adhere to the following guidelines:

Before the Session

Review the Program: Familiarize yourself with the conference program or use the Congress app to confirm your assigned session time and hall location.

Arrival: Arrive at least 10 minutes early to get acquainted with the session layout and meet the hall in-charge.

During the Session

Presentation Format: Each oral presenter has 7 minutes for their presentation, followed by 3 minutes for questions from the judges. Please ensure that presenters adhere strictly to this time frame.

Engagement: Actively engage with the presenters during the question period, providing constructive feedback and encouraging discussion.

Thank the Presenters: After each presentation, kindly thank the presenters for their contribution.

Evaluation Process

Marking Sheets: Use the provided marking sheets to evaluate each presentation. Pay attention to clarity, relevance, originality, and overall impact.

Selection of Winners: After all presentations, select the two best presentations based on your evaluations and submit your choices to the Abstract Session Coordinator.