



Guidelines for Oral Presentations in Standard Sessions

Thank you for accepting to present at the 2025 International Conference on Family Planning (ICFP) that will be held at the Agora Bogotá Convention Center from November 3 to 6, 2025. Presenters will share their experiences, knowledge, and expertise through almost 2,000 presentations across oral, flash, and poster formats.

There are two types of oral presentation sessions: standard and flash. The guidelines below apply to standard sessions.

Please note that session specific information regarding the session moderator, time, and location are available online at <https://icfp2025.dryfta.com/program-schedule>.

At the 2025 ICFP, we will be using the app Wordly to provide simultaneous translation for all oral sessions in the three official conference languages: English, Spanish, and French.

All sessions are 80 minutes long. Each session has a moderator and typically four presenters. **Each presenter will have a maximum of 15 minutes to speak.** The session moderator will confirm the exact time allocated to your presentation based on the number of presentations in the session. To allow sufficient time for discussion following the presentations, the moderator will strictly enforce the time limits for each speaker.

All presenters and the session moderator are requested to connect as a group via email before the conference. The session moderator will receive the presenters' email addresses and initiate the communication. As a presenter, you should do the following:

Before the conference

Share your abstract and, if available, a paper with the moderator **by October 18th– two weeks before the conference.**

Guidance for slide presentations

Share your presentation slides with the session moderator **by October 25th – 1 week before the conference.** Practice presenting your slides in advance to ensure that the content of your presentation is delivered accurately and concisely within your 15-minute limit. Please refer to resources below for making slides that are legible, clear, and engaging.

- Resource 1: How to deliver an oral presentation (National Library of Medicine) ([link](#))
- Resource 2: 5 Principles For Making PowerPoint Slides With Impact ([link](#))

NOTE: Only PDFs or MS PowerPoint (*.ppt or *.pptx) presentations will be accepted. The ICFP 2025 computers will run MS PowerPoint 2013 and above. Use the pre-installed standard font types available in MS Office 2013 or above.

Upload the slides (power point or PDF) **by Friday October 24th** by logging into the [abstract submission system](#) and following the instructions below.

1. Log into the abstract submission system.
2. Click the “My Abstracts” button on the top-middle of the screen.
3. Click the abstract title.
4. Scroll down to “Upload Presentation” button.
5. Click the “Update” button once you have selected the file to upload.

To ensure a smooth process in uploading and downloading presentations, the organizers have asked that presentations for standard and flash that are ready in advance be uploaded to the conference platform (Dryfta) by Friday October 24th. **The abstract submission platform will be closed to uploads after October 24th at 11:59 pm EST.**

If you are unable to upload by that time or if you make edits to your presentation, please bring your presentation to the SPEAKER READY COUNTER by 6:00 pm the evening before your presentation. The SPEAKER READY COUNTER is located at the back of the main lobby on the first floor of the Agora Bogotá Convention Center. The counter is open from Monday to Wednesday from 7:00 am – 9:00 pm and Thursday 7:00 am – 12:00 pm. No presentations can be uploaded or accessed via flash drive in the presentation rooms.

Practice for an interactive and engaging presentation – within your time limit. Your quality presentation will contribute to a successful ICFP 2025! There are many sessions and presentations, so please do your best to make lasting impact on your audience. Please refer to resources below for ideas on how to make your presentation more engaging.

- Resource 1: How to deliver an oral presentation (National Library of Medicine) ([link](#))
- Resource 2: 5 Principles For Making PowerPoint Slides With Impact ([link](#))

At the conference

Confirm the location and arrive early, at least 10 minutes before the start of your session. Meet the moderator and confirm the session line-up.

Give your presentation, engage the audience, enjoy and benefit from the discussion!
Please respect the time limit otherwise the session moderator will have to interrupt and ask you to end your presentation.