

IADMFR London 2025: Information for Oral Presenters

Dear Presenter,

We wish to say a huge thank you for your upcoming contribution to our Congress. Please find below some information to help you with your Members Oral Presentations session on Tuesday 24th June.

When?

- The [latest version of the programme can be found on the Congress website](#)
- You should come to the room approximately 10 minutes before the session starts
- The order of presenters is subject to change, even on the day of the Congress, so it is important that you attend before the start of the session even if you think you are last to present

Where?

- The Guy Whittle Auditorium
- The first 2 rows will be reserved for you so that you can quickly come to the stage when it is your turn to speak

Presenter order

- There are multiple people scheduled to present in your session – you can find the [latest version of the presenter order on the Congress website](#) (please note that this list is subject to change)

Presenting

- Your presentation will be preloaded on the computer when you come up on stage
- You are not allowed to make any changes to your slides in advance – if you notice a mistake you can point this out during your presentation
- Please be advised some of the audience will be watching the presentation on a screen from an overflow room and therefore if you want to point to something on your slides you should use the mouse (rather than your hands or a laser pointer)
- The computer and microphone are situated at a lectern

Timings

- You have been allocated 3 minutes to present
- If you speak for longer then the Chairperson may cut you off
- Please be ready to stand at the lectern as soon as the previous presenter has finished

Audience questions

- Up to 2 minutes is allocated for audience questions after each presentation
- The audience will submit questions to the Chairperson via an online service and then the Chairperson will read out a selection of suitable questions for you to answer

Prizes

- The Chairpersons for your session will decide on 1st, 2nd and 3rd places which will be announced at the closing ceremony on Wednesday 25th June – please ensure you attend so that you don't miss out!

Online resource

- All of the presentations and posters will be made available online to view both during and after the Congress
- The link for this website will be provided in person at the Congress

Back-up

- Although we fully intend to have all presentations ready in advance of the Congress, in the event of any unforeseen technical issues it would be sensible to bring a copy of your presentation on a USB memory stick.

We look forward to seeing you and welcoming you to London next week!

Best wishes,

The Local Organising Committee for IADMFR London 2025