

a contribution to the
**Decade
of healthy
ageing**



17th International
Federation on Ageing
Conference

YEBO/YES! Action on Ageing: Evidence | Policy | Practice

9 - 12 September 2025
Cape Town, South Africa

Presenters Technical Manual

For questions, please contact IFA Conference and Events Coordinator,
Mr. Xavier Rodrigues at xrodrigues@ifa.ngo.

In partnership with



INTRODUCTION

The International Federation on Ageing 17th Global Conference on Ageing, “YEBO/YES! Action on Ageing: Evidence | Policy | Practice”, is a pivotal in-person event that brings together delegates from around the world to learn, share experiences, and drive meaningful change in age-related policy and practice.

This information package is designed to support both new and experienced presenters in making the most of the conference — building connections, strengthening collaborations, and fostering impactful partnerships.

To view the conference program at a glance please click [here](#).

Conference Overview 8-12 September 2025	
Location	The Cape Town International Convention Centre (CTICC) Convention Square, 1 Lower Long St, Cape Town City Centre, Cape Town, 8001, South Africa
8 th September 2025	Pre-conference Event: <ul style="list-style-type: none">• Discovery Day
9 th September 2025	Pre-conference Events: <ul style="list-style-type: none">• Masterclasses• Age-Friendly Summit• Conference Opening Ceremony
10 th September 2025	Conference Day 1: <ul style="list-style-type: none">• Keynote Speech• Presidential Symposium• Concurrent sessions• Feature Focused Symposium• Marketplace



Conference Overview 8-12 September 2025	
11 th September 2025	Conference Day 2: <ul style="list-style-type: none"> • Keynote Speech • Presidential Symposium • Concurrent sessions • Feature Focused Symposium • Gala Dinner
12 th September 2025	Conference Day 3: <ul style="list-style-type: none"> • Keynote Speech • Presidential Symposium • Concurrent sessions • Feature Focused Symposium • Closing Ceremony

To view the conference program at a glance please click [here](#).

SESSION DETAILS

The 17th Global Conference on Ageing serves as an international forum for the exchange of knowledge and experiences on issues that impact the health and quality of life of people as they age.

This year's theme - "YEBO/YES! Action on Ageing: Evidence, Policy, Practice" - reflects the global commitment across sectors and disciplines to work together in and outside of our respective fields to create environments which enable older people to do what they have reason to value, to stand for social justice and equity toward a more sustainable and just future.

Please refer to the following manual.

Should you have questions about the session and/or preparation please contact Mr. Xavier Rodrigues, IFA Conference and Events Coordinator at xrodrigues@ifa.ngo.



SESSION DETAILS

Session Overview		
Session Type	Presenters	Duration
Paper Sessions	4-5 presenters on a similar topic per session	10 to 12 min per presenter
Symposium	4-5 speakers	60 or 90 min
Workshop	2-3 presenters	45 - 60 min
Poster	It is expected that at least one author will register and attend the conference	N/A

For more information visit: <https://www.ifaconf.ngo/submit-an-abstract/>.



Slide Deck (Presentation) Guidelines

FORMAT AND DESIGN

- Format: Use 16:9 widescreen not standard for better resolution;
- Font: Arial at least 24pt;
- Style: Avoid using all capitals, clip art and overuse of pictures;
- Images: Inserted as a JPEG file to maintain the quality of the images while minimizing memory requirements;
- Audio: Sounds such as bells, whistles, zooming sounds are not encouraged;
- Grammar and spelling: Checked before submission.

NB - PowerPoint using a PC is recommended as there is a limited availability of MAC computers.

SAVING AND SENDING PPT PRESENTATIONS

- **Friday - 8 August** is the deadline for submitting ppt presentations to be uploaded into the conference system;
- Indicate special elements such as embedded media/movie/audio so that this can be checked by the technician;
- Actual media files must be part of the uploaded file;
- Each slide deck must be named using the following format:
Unique Identifier Number_Presenter's Last Name, First Initial_Title of Presentation
e.g. 133P_AFE_Doe, J_Age-friendly communities reducing social isolation

INTELLECTUAL PROPERTY RIGHTS AND PRESENTATION DISTRIBUTION POLICY

As a presenter at the IFA conference we want to confirm that the abstract can be published and promoted on the IFA websites as well as through social media.

- It is acknowledged that presentations and their authors and presenters may attract attention from not only other delegates but also the print and news media.
- Should any speakers not wish to have their paper/session promoted it is the responsibility of that person to make their wishes known as soon as possible.



Speaker Preparation

SPEAKER ROOM

- The speaker room, located in the foyer, outside Hall 8 (close to registration) is open from 8 a.m. to 4 p.m. to review and amend presentations;
- Speakers are requested to bring a copy of their presentation on a USB as a backup.

THE SESSION

- Arrive at least 5mins before your session is scheduled to commence to meet other speakers and the moderator should you be making an oral presentation;
- Slide decks will be pre-loaded and available on the laptop in the session room;
- Volunteers and audio-visual technicians will be in each room to support presenters and ensure smooth running of the session.

Session Etiquette

To ensure a successful conference that facilitates making connections, networking, hearing from key opinion leaders, and being challenged by new thinking and ideas it is of utmost importance that sessions start and finish on time.

There is nothing worse than a session starting late and these presenters having less time or being unduly stressed so we ask both, moderators and presenters, to respect both duration and time allocated for presentations.

- Volunteers in the room will indicate with a raised hand when there are 5mins remaining. At 2mins remaining the moderator will ask the speaker to bring the presentation to a close;
- For oral presentations, the moderator will confirm the order of presenters and the allocated time for each. Questions will be invited at the end of all presentations not after each presentation.
- For symposiums, the moderator (whether that be a speaker or an external person) will use the same format (as above). Symposium organizers may invite questions after each speaker within the allocated session time.
- For workshops, the presenter(s) will be responsible for conducting the session within the session duration.





International Federation on Ageing

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