

**From:** Irina Hope <irina.hope@rda-foundation.org>  
**Sent:** Thursday, September 25, 2025 4:08 PM  
**Cc:** Irina Hope <irina.hope@rda-foundation.org>  
**Subject:** RDA P25 Actions Required - 6 October

Dear RDA P25 [IDW 2025] session chairs,

Please see some essential information to prepare for your RDA P25 [part of IDW 2025] session.

### **ACTION REQUIRED**

1. **Enter your session's chairs, moderators names** and emails [into the cells F,G,H,I in the spreadsheet](#) by Monday 6 October, so the AV team can set-up their access ahead of your session.
2. **Update your web session submission** with up-to-date speakers
3. All virtual speakers must be [registered](#) by Monday 6 October to ensure the AV team can set up hybridisation arrangements.
4. **Presentations** must be uploaded into the [shared drive](#) before Monday 6 October.

### **Check your room**

- **Room allocation for each session can now be viewed in the [programme](#).**

### **Best Practices for Hybrid Participation**

- In response to many requests, we created the [Best Practices for RDA P25 Session Chairs on Engagement with Hybrid Participants](#).

Full hybridisation arrangements will be shared with you shortly.

If you have any further questions, please contact [secretariat@rda-foundation.org](mailto:secretariat@rda-foundation.org).

Kind regards,

Irina Hope

RDA P25 & IDW 2025 Organising Committee

On behalf of the RDA Secretariat