



**INTERNATIONAL
DATA WEEK**
13-16 October 2025
Brisbane, Australia



From: Irina Hope <irina.hope@rda-foundation.org>
Sent: Tuesday, September 30, 2025 5:09 PM
Cc: Secretariat <secretariat@rda-foundation.org>
Subject: IDW 2025 Hybridisation Arrangements

Dear RDA P25 [IDW 2025] session chairs,

It's less than 2 weeks until International Data Week 2025 (IDW 2025)!

Guidance for Session Chairs, Presenters and Moderators are available. Please share them within your session chairs:

- [Guidance for Session Chairs and Moderators](#)
- [Guidance for Presenters](#)

Please note that the documents contain various embedded links to shared drives and moderator details. These links will not be published on our website, as we want to restrict access to the general public.

A quick overview of the Guidance for Session Chairs, Presenters and Moderators (also available [here](#))

In-person session chairs must be at the allocated room **no later than 30 minutes prior to your session start time**. Your slides which were uploaded to the nominated shared drive on 6 October will be pre-loaded in the room for you. Please ensure you click through the slides to check the formatting has transferred correctly. Please invite any virtual speakers to login **45 minutes before your session**.

In room attendees

- **Volunteer:** There will be one volunteer per room who can assist with general tasks, including helping to upload any new presentations.
- **JPL staff member (AV company):** They will be responsible for all hybrid tasks including managing the virtual speakers, recording the sound and video, streaming to the virtual platform and providing videos on-demand post IDW2025.
- **Roving venue AV operator (venue AV):** This person will be allocated to multiple rooms and will be based at an AV desk outside, but near your session room. They will move between the rooms to assist with any AV issues including but not limited to microphones, in-room laptop and projector.

Reminders.

Please take urgent note of what is due **by Monday, 6 October, 5 pm AEST**. Meeting these deadlines ensures you'll be prioritised for support in case of any technical issues.

1. **Collate and upload presentations** from your session and upload it into the [shared drive](#). This is to ensure the slides for your session presenters are pre-loaded to the room for you.
2. **Virtual speakers must be [registered](#) by Monday 6 October** to ensure the Audio-Visual (AV) team can set up hybridisation arrangements.
3. **[Update](#) your web session submission** with up-to-date speakers.
4. **Enter your session's chairs, moderators names and emails [into the cells F,G,H,I in the spreadsheet](#)**, so the Audio-Visual (AV) team can set-up access ahead of your session.

Eat Street Social

Don't miss out on the ultimate social evening add-on at Brisbane's iconic Eat Street! There will be good food, great people and a special Australian wildlife experience. Want to see and touch a cuddly Australian animal up close? If you don't already have yours, tickets are still available for purchase!

Your ticket is inclusive of:

- Scenic river cruise or shuttle bus travel to the venue (fully accessible)
- A meal at Eat Street (choice from different micro-restaurants)
- A complimentary drink
- Entertainment (a unique Australian cuddly wildlife experience)
- Return bus transfer to the Brisbane Convention and Exhibition Centre

If you have not yet registered for Eat Street Social and wish to attend, please contact us via registration@idw2025.org. For further information, please visit the [Social Functions webpage](#).

All P25 [IDW 2025] planning updates are duplicated on this [web page](#).

If you have any further questions, please contact secretariat@rda-foundation.org.

Kind regards,

Irina Hope

RDA P25 & IDW 2025 Organising Committee

On behalf of the RDA Secretariat