Guidelines for Oral Presentation

- The time allocated for your presentation is **12 minutes** followed by a 3-minute question and answer session (Presentation time limits may vary based on track preferences).

- The presentation should be prepared in .**ppt/.pptx format** only.

- Please note that the presentation should be in **English**.

- The first slide of the presentation should include the name(s) of the author(s), presentation title, paper ID, and the affiliation of the author. Include '**15th International Research Conference, General Sir John Kotelawala Defence University, 29th – 30th September 2022**' as the footer of the slide.

- A consistent background colour throughout the presentation is recommended. Be it light or dark, pay attention to the colour of your text to achieve good contrast, and allow for easier reading.

- Photographs and videos should be of the adequate resolution, follow the topic of the slide, and help illustrate what you are presenting.

- The use of company logos or trade names should be avoided on any audio-video aid that is used in your presentation.

- Include *References/Bibliography* on the slide before the last slide.

- Save the last slide for acknowledgments, and include your contact e-mail.

- In the offsite virtual presentation use the zoom backdrop image sent to you by respective faculty coordinators.

General Guidelines

- You are expected to be in the venue 15 minutes before the scheduled commencement of the session. The scheduled times and venues of your respective sessions will be updated soon.

- All virtual presenters are to be online 15 Minutes before the scheduled commencement of the session.

- You should provide an electronic copy of your ppt presentation to session coordinators by 20th September 2022 by uploading the ppt to CMT. Session coordinators will liaise with you in this regard.

- All virtual presenters should furnish a recorded version of their presentation as a contingency measure in case of network disruptions during their respective sessions. The recording should reach faculty coordinators no later than 20th September 2022.

- All oral presenters of KDU IRC 2022 are eligible to run for the Best Oral Presentation Award of the respective faculties. All presentations will be evaluated by a panel of judges by using a criterion recommended by the respective faculties. The best oral presentation winner will be announced right after the final technical session on 30th of September 2022. The judge's decision will be final and no clarification will be given.

Dr Kalpa W. Samarakoon
Conference Chair 2022