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 20\textsuperscript{th} 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 20\textsuperscript{th} 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 30\textsuperscript{th} of September 2022. The judge’s decision will be final and no clarification will be given.

Dr Kalpa W. Samarakoon
Conference Chair 2022