Guidelines for Oral Presentation

1. 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).
2. The presentation should be prepared in .ppt/.pptx format only.
3. Please note that the presentation should be in English.
4. The presentation should be made according to the given template.
5. Pay attention to the colour of your text to achieve good contrast, and allow for easier reading.
6. Photographs and videos should be of the adequate resolution, follow the topic of the slide, and help illustrate what you are presenting.
7. The use of company logos or trade names should be avoided on any audio-video aid that is used in your presentation.
8. Include References/Bibliography on the slide before the last slide.
9. Save the last slide for acknowledgments, and include your contact e-mail.
10. In the offsite virtual presentation use the zoom backdrop image sent to you by respective faculty coordinators.

General Guidelines

1. 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.

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

3. **You should provide an electronic copy of your ppt presentation to session coordinators by 20th September 2024 by uploading the ppt to CMT. Session coordinators will liaise with you in this regard.**

4. **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 2024.**

5. At the end of each session a Best Presenter for the respective session will be chosen. All presentations will be evaluated by a panel of judges by using a criterion recommended by the respective faculties. The judge's decision will be final and no clarification will be given.

Dr Nirosha Wedasinghe

Conference Chair 2024