

# Instructions to Conference participants

General Sir John Kotelawala Defence University (KDU) is located in Ratmalana. If you are a first-time visitor, you would want to locate the University on the map.

## Dress code

Smart casual dress code is recommended for both ladies and gentlemen.

## Programme

The final programme of the conference will be uploaded to the conference website soon. Session coordinators will also liaise with you regarding conference details. Coordinator details and contact numbers can be found in the conference website.

You are expected to participate in both plenary sessions (scheduled on 3<sup>rd</sup> Aug from 1.30 - 3.30pm) and technical sessions (scheduled on 4<sup>th</sup> Aug from 8.30am to 4.00 pm).

If you are an author, please note the time of your presentation in the program. You are expected to be in the session venue 15 minutes prior to the scheduled commencement of the session. The venues of your designated session can be found in the program book.

## Session Location

A map of KDU is attached herewith. Session venues can be located on the map.

Defence and strategic studies session  
Engineering session

Faculty of graduate studies (FGS) building  
Engineering faculty building

Medicine  
Allied health Science  
Basic and applied sciences  
Built environment and spatial sciences  
Computing

Medical faculty building

Management  
Social Sciences and Humanities  
Law

Academic Building

## Registration

Registration desks are open from 0730 hrs to 1200 hrs on the 3<sup>rd</sup> August 2017 in front of each session venue. On 4<sup>th</sup> August, Registration desks are open from 0730 hrs to 1100 hrs.

Please obtain the conference pack at the registration desk before plenary/ technical sessions begin.

Please make sure you bring your NIC/Passport or Driving licence with you to the registration desk. If you are a student, you should bring your student ID card.

If you have already made payments through a bank, please bring the original payment slip. If you have made online payments, please bring a printout of payment confirmation and the card you have used to make the payment.

To help us quickly process your registration, please mention the date of your initial registration/ the date of your initial submission of papers.

Please note;

if you are **not an author** and you registered after 31<sup>st</sup> May 2017, you will not receive a conference pack.

If you do not show up at registration, your conference fee will not be refunded unless a valid reason acceptable to KDU is provided in a written request addressed to the Chair of the conference.

### **Lunch/ Tea**

You are provided lunch and tea (morning/ afternoon) for free on both days of the conference if you registered before 31<sup>st</sup> May 2017 and has made conference payments. Please make sure that you obtain your meal coupon from the registration desk. Your meal coupon indicates the building name and the location where you can have your lunch/ tea.

**Please note** that you will not be provided with lunch/ tea in any other locations than what is mentioned in your coupon.

### **Guidelines for Oral/ Poster presentations**

These guidelines can be found in conference website under the 'program' menu

Looking forward to seeing you at the conference. Thank you,

Yours Sincerely

**Dr Prasanna Premadasa**  
Chair of the Conference