Guidelines for Oral Presentations

The time allocated for your presentation is **10-12 minutes** followed by 3-4-minute question/answer session.

The presentation should be prepared in **.ppt or .pptx (Microsoft PowerPoint) format** only.

Please note the text of PPT presentations should be in **English** only.

The first slide of the PPT presentation should include the name(s) of the author(s), presentation title in English and the affiliation. Include '**11th International Research Conference of General Sir John Kotelawala Defence University September 13th – 14th, 2018** at the bottom 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 so to achieve good contrast, and allow for easier reading.

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

The use of company logos or trade names should be avoided on any audio-video aids used in conjunction with your presentation.

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

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

Please see below….

General guidelines

- You are expected to be in the venue 15 minutes prior to the scheduled commencement of the session. The venues of your respective sessions can be found in the programme book.

- You should provide an electronic copy of your ppt presentation to session coordinators before the start of your technical session. Session coordinators will liaise with you in this regard.

- All oral presenters of KDU IRC 2018 are eligible for Best Oral Presentation Award. All presentations will be evaluated by a panel of judges.

Dr Upali Rajapaksha
Conference Chair 2018