



Guidelines for Oral Presentation

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

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

Please note that 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 '**13th International Research Conference of General Sir John Kotelawala Defence University October 15th – 16th 2020**' 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 to achieve good contrast, and allow for easier reading.

Photographs and videos should be of 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.

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 scheduled times and venues of your respective sessions will be updated soon.
- You should provide an electronic copy of your ppt presentation to session coordinators well before the start of your technical session. Session coordinators will liaise with you in this regard.
- All oral presenters of KDU IRC 2020 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 criteria recommended by the respective faculty.

Dr Pradeep Kalansooriya
Conference Chair 2020