Guidelines for Oral Presentations

We would like to provide you with following instructions to assist you in preparation for the presentations as well to ensure a smooth flow of presentations during the sessions. The detailed programme of the Technical sessions will be informed to you soon.

1. You have **10 minutes for your presentation** followed by **5 minutes** discussion time. It is essential that the program stay on schedule. Therefore, we encourage you to respect the audience, and your fellow presenters by keeping in time. The discussion will be moderated by the respective chairperson of the particular session.

2. The session rooms will be equipped with a Windows computer and a multimedia projector. Please use only Microsoft Office PowerPoint 2000/2007 format (*.ppt, *.pptx) for your presentations. (Please note that, there will be no Apple-Macintosh or Linux based computers and hence make sure that your Power Point Presentation can run on a Windows computer).

3. Please kindly understand that only fonts that are included in the English version of Microsoft Windows will be available (Suggested fonts: Arial, Times New Roman, Tahoma, Calibri, Cambria).Use of other fonts, that are not included in Windows English version, can cause the wrong layout / style of your presentation. If you have special type of *Sinhala* or *Tamil* fonts, please take them with you in an USB flash drive and upload them with your presentation files.

4. You can upload your presentation to the central computers at the Registration Desk. Our staff members at the Registration Desk will assist you. Please come to the Registration Desk with your Power Point Presentations on a USB flash drive (or on a CD) between at 7:30 and 8:30 a.m. on 1st March. Make sure to name the presentation file by your name clearly to avoid on-site misunderstandings and problems. (For further assurance, all presenters are encouraged to bring the presentation file/s with them to the session rooms as well)

5. Speakers at all sessions are required to show up **at least 5 minutes before the session** begins and report to the chairpersons.

Organizing Committee - 14th Academic Sessions