SYMP 2024 - Guidelines for Oral Presentations

Thank you for submitting your abstract to SYMP 2024. You will be notified soon of the session, time, and date for your presentation. This information will also be available on the conference website under the Technical Programme tab, http://www.pgis.pdn.ac.lk/symp.

Please follow the guidelines below when preparing the oral presentation.

Presentation – a single presentation delivered by the presenting author.

Technical Session – a series of approximately 5-6 presentations chaired by two distinguished academic staff members (chairpersons).

1. All the Technical Sessions will be conducted <u>physically</u>. Presenters must attend the conference in person at the Postgraduate Institute of Science (PGIS), University of Peradeniya, during the session in which they are assigned to present their research findings. If the designated presenter cannot participate in the conference physically, a co-author must attend the conference and present the research findings. If none of the authors attend to present the research findings:

   - All authors of the respective abstract will be blacklisted from any conference or symposium organized by PGIS for a duration of 3 years.
   - The respective abstract will be removed from the proceedings and will not be published.

2. Technical Sessions will be conducted in 2 parallel sessions at the PGIS building. Presenters can obtain the information about their respective locations at the registration desk.

3. Presenters must arrive at the designated room 30 minutes before the session begins and save a copy of their PowerPoint presentation on the computer prior to the start of the session.

4. Each presenter will have 12 minutes for their presentation. A first bell will ring at the 9-minute mark, followed by a final bell after 3 more minutes. Please note that the 12-minute time limit will be strictly enforced.

5. After all presentations in the session are completed, a 15-minute panel discussion will be initiated by the chairpersons to discuss the research findings. Questions from the audience will be welcomed, and the chairpersons may also pose questions.

6. Presenters are instructed to prepare their presentations in PowerPoint (or beamer) consisting of a maximum of 17-20 slides in comply with the above time allocation. Please see the presentation template for more details.

7. Save the file using the format SYMP24_AbstractNumber_SessionID.pptx. For example, if your abstract number is 7 and the session ID is S1, save the file as SYMP24_7_S1.pptx. Session IDs can be found in the Technical Programme.

Thank you!
Convener / Technical Programme Sub Committee
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