Guidelines for Oral/Poster Presentation

Congratulations on being selected to present your Research Paper abstract at the 11th Academic Session at University of Ruhuna. If you have additional questions, please contact Secretary Prof.Dharma Rajapakshe dharma.rajapaksha@yahoo.com (071-8672002)

Guidelines for Oral Presentation

Selected oral presentations during Academic Sessions provide scientists who are attending the meeting a chance to present their abstract orally to a wider audience. Being selected to present an abstract during a session is a great honor as the oral presentation slots are limited and highly competitive. If you have been selected to present your abstract orally you will need time to prepare. Planning and experience will make your oral presentation clear, effective, and rewarding.

Getting your Oral Presentation Ready:

In order to prepare for your oral presentation, follow these handy tips:

- When you are creating your presentation, use standard fonts such as New Times Roman, Arial and Iskoola Pota. These basic fonts are included on the computer that will be in the session room. If you use a special font for your presentation it may not translate properly on the session room computer.

- Once you have created your presentation, review each screen for order accuracy, errors, and check to make sure the font and colors will be seen by others. Test the presentation on another computer to make sure that the fonts, graphics, and movies are still included in your file.

- When you are satisfied with your presentation save it onto a Windows readable USB Flash Drive, or a CD-ROM.

- Make a backup presentation to take with you to the meeting in the event of incompatibility.

- Practice your presentation before you come to the meeting. Make sure you stay in your allotted time frame **(10 minutes for presentation + 05 minutes for discussion)** for the presentation.

- Prepare for any questions that may come from the audience.

Session Room Equipment:
All of the Academic session rooms will be equipped with a data projector, screen, and a laptop computer. There will also be a technician in each session room to help with any technical issues.

Guidelines for Poster Presentation
When can I set up my poster?
Poster presenters can begin setting up 30 minutes before the start of their scheduled posters session. Organizing committee members and student assistants will be available during set-up to provide authors with materials for mounting data and illustrations. Please see the chart below for more information:

Poster Session	Set-up	Tear-down
Wednesday, March 19, 11.30 A.M – 04.00 P.M.	11:00 a.m. – 11:30 a.m.	4:00 – 4:30 p.m.

Do I have to stay with my poster for the full poster session?
All posters must remain on display for the duration of the poster session. Posters must be attended at least by one author for the first **three** hours of the poster session, at minimum. A poster can be presented by single author or as a group of authors.

Evaluation
Poster presentations will be evaluated by a panel consisting of experts from all faculties to select the best posters. Moreover, a poster will be considered **as being presented** only when the poster is presented in front of the evaluation panel. All authors who wish to be in competition must be present there when the evaluators come during the session. Those who wish not to be in competition, please display that on your board as **'not competing'**, so that the panel will not rate your poster. Please identify yourself as the presenting author/s to the panel.

What if I have two posters to present in one time slot?
If you are scheduled to present two posters during one time period we ask that you split your time between the two papers or invite another co-author to present one of your posters.

When can I remove my poster?
Once your poster session concludes you can begin to remove your poster. Tear-down must be completed no later than 30 minutes after the poster session has ended. Posters left up after the tear-down period will be removed for disposal. Organizing Committee is not responsible for any lost or damaged posters.

I accepted my invitation to present, but must withdraw. Now what?
If you are unable to present, please email: dharma.rajapaksha@yahoo.com with your rationale, prior to the scheduled presentation time. In such case, your abstract will not be published in the ISSN Proceedings of the ASUoR.

How should I mount my poster?
Organizing Committee will provide a 100 X 90 cm. wide poster board. Poster should be digitally printed with dimensions of 90(h) X 80(w) cm (orientation: Portrait).

What should I include in my poster presentation?
You must provide an abstract of your paper and all other information that will describe your work including brief statements of the purpose of your work, objectives, your experimental design and methodology, main results, and major implications of your findings and conclusions. The illustrations and font size of the text should be in a size and format suitable for poster display.

Disclaimer: Organizing Committee is not responsible for any lost or damaged posters. Any poster not removed by the end of tear down after the poster session will be discarded. If you wish to keep your poster, please be sure to remove and take it with you before the end of your tear down time noted above.