

**PGIS RESCON 2022**

**Guidelines for Oral Presentations**

**Please follow the guidelines below when preparing for the oral presentation.**

**Presentation** – single presentation by the author.

**Session** – an array of approximately 7-10 presentations chaired by two distinguished academic staff members (chairpersons) and hosted by two academic staff members (Hosts/academic coordinators).

1. Each author will be given 8 minutes for the live presentation via zoom. At the 6 minute mark, the first bell will ring and after another 2 minutes the final bell will ring. Please note that we will strictly adhere to the 8 minutes time limitation. We encourage the presenter to keep the video on while presenting.

2. You may use the virtual background available according to your theme under the ‘virtual backgrounds’ tab. If it doesn’t work, you must use a clear background.

3. Make your presentation as simple as possible without animations or transitions. You can use the template that is included on the website.

4. After the presentation, you must stay in the session.

5. Once the session is over, there will be a Q&A session and a panel discussion. Chairpersons will initiate the discussion on your research findings. Questions from the audience will be entertained, and chairpersons will ask questions as well. This will be a total of 40-minutes discussion session. Presenting authors must actively participate in the discussion. You will be given feedback on your research, and some clarification questions will be asked.

6. The session chairpersons will be instructed to adhere to the above guidelines strictly. We expect the support of the presenters to conduct the online sessions successfully.

6. Presenters are instructed to prepare their presentations in PowerPoint (or beamer) format consisting of a maximum of 10-15 slides to comply with the above time allocation. Please see the template for more details.

7. An academic staff member (the academic coordinator) will host each session. To see who your academic coordinator is, please go to the technical program tab in www.pgis.pdn.ac.lk/rescon2022.

8. Establish a quick communication channel with the host, and work with the host to rehearse, pre-record, and get more information on the online presentation. The pre-recording will be used if there are any connectivity issues.

9. During your presentation, the academic coordinator of the session will share your slides with the audience to avoid any connectivity issues that may arise. Therefore, please send your **PowerPoint presentation and the recorded video (not exceeding 8 minutes)** to the academic coordinator or share in a Google Drive Folder, sending the link to the academic coordinator by **Friday 21st of October, 2022.**

10. Please specify your particular Abstract ID when sending/uploading the document. This can be done when you save the document. Use format AbstractNumber\_ThemeCode\_PresenterID.pptx. For example, if your abstract number is 131, the theme is life sciences (LS), and presenter ID is D21.2, save the file as 131\_LS\_D21.2.pptx.

a. The other themes are ICTMS (ICT, Mathematics and Statistics), EES (Earth and Environmental Sciences), PS(Physical Sciences) and SE (Science Education).

b. The Presenter ID can be found on the technical program webpage.

11. The academic coordinator must have your mobile number in case of emergency or contacting you during the virtual session. (sound dropping/video freezing, etc.)