

18th Academic Sessions and 17th Vice -Chancellor's Awards Ceremony- 2021

University of Ruhuna

Guidelines for Oral Presentations

We would like to provide you with the following instructions to assist you in preparation for the presentations as well as 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 05 minutes of 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 computer and a multimedia projector. Please use only Microsoft Office PowerPoint 2007/2010/2016 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 PowerPoint 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 a special type of Sinhala or Tamil fonts, please take them with you on a virus-free storage device and upload them with your presentation files.
4. The presentation should be saved as a Slide Size Widescreen (16:9) (Use PowerPoint Design tab → Slide Size).
5. The **both narrated PowerPoint presentation and original un-narrated PowerPoint presentation** should be emailed to **presentersas2021@ahs.ruh.ac.lk** on or before 4.00 pm 28th (Sunday) February 2021. The narrated presentation will be uploaded into Ruhuna digital library and indexed in the Google scholar.

6. When saving your presentation please use abstract number in the following format

Narrated PowerPoint Presentations

OP<space>-<space>UAS<space>2021<space>-<space>N<space>-<space> (Abstract number assigned to the presentation)

Please see the example

OP- UAS 2021 – N- C1

Original un-narrated PowerPoint Presentations

OP<space>-<space>UAS<space>2021<space>-<space>O<space>-<space> (Abstract number assigned to the presentation)

Please see the example

OP- UAS 2021 – O- C1

7. For technical assistance, please contact

Mr Nishantha Gamage

Senior Assistant Librarian,

AHS Library, University of Ruhuna, Galle

0718484775

nishanthajapura@gmail.com

8. Speakers at all sessions are required to show up at least 15 minutes before the session begins and report to the chairpersons.

9. Following URLs will help you to prepare the narrated presentations.

- https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office_365_for_Windows
- https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Older_Windows_versions