

Subject: Guidelines for preparing and sending presentations

Important information for the oral presenters of Academic Session 2016

Please adhere to the following conditions when you are preparing your oral presentations;

- If you intend to use PowerPoint presentation mode, please use PowerPoint 2007 or an earlier version.
- Time allocation for each presenter: 10 minutes for the presentation and 5 minutes for the discussion.
- First slide of your presentation should carry the title of your presentation, names and affiliations of the authors. **You must underline the name of the presenting author.**

Please email your oral presentations **on or before 29th February 2016** to the following email address;

gsnfernando@fst.ruh.ac.lk

Please use your abstract No. in naming the presentation file

(Your session name and the time of your presentation will be sent to you shortly).

All submissions should strictly follow the guidelines mentioned above.

Very important!

In case, if you are unable to attend the presentation at the academic sessions 2016, you must inform the organizing committee regarding your absence in advance. Please note that those who will not attend the presentations **without a valid reason** will be blacklisted.