**Academic Sessions and Vice Chancellor’s Awards 2025**

**University of Ruhuna**

***“Innovating Across Boundaries: Bridging Knowledge for  
Global Impact”***

**Guidelines for the Preparation of the oral and poster presentations.**

**ORAL PRESENTATION GUIDELINES**

* **Download the** **oral presentation template** from the conference website.
* Presentations should include the following sections: **Introduction** (background, objectives, etc.), **Materials and Methods**, **Results and Discussion**, and **Conclusion**.
* Each oral presentation is allocated **15 minutes** in total: **10 minutes for the presentation** and **5 minutes for the discussion**.
* Please **submit your presentation via email** or **bring it on a pen drive**.
* All presentation rooms will be equipped with a **PC or laptop**.
* All presenters must arrive at the session room **at least 15 minutes before** the session begins.
* Session details will be shared with all presenters via **CMT** in due course.
* Submit your presentation to the **session convener** and ensure it is saved on the available PC or laptop **before the session starts**.
* Complete the **Author Declaration Form** and submit it along with your PowerPoint presentation (If you have already submitted it, please ignore this).
* A panel of judges will **evaluate** all presentations during the conference sessions.

**POSTER PRESENTATION GUIDELINES**

* **Download the** **poster presentation template** from the conference website.
* Prepare the poster according to the **font sizes given**.
* The final printed version of the poster must be **prepared in advance** and **brought to the conference** by the presenter.
* The conference organizers will **not be able to receive posters by e-mail** or provide **printing services**.
* Prepare your poster with **clear and concise** information. Avoid overloading it with excessive text or figures.
* You may include **figures, tables, graphs,** and/or **photographs** where appropriate.
* Keep the text **brief and to the point**.
* Complete the **Author Declaration Form** and submit it (If you have already submitted it, please ignore this).
* A panel of judges will **evaluate** all posters during the conference.

**Note:** Submission of the Author Declaration Form is **compulsory** for abstract publication.