

**9<sup>th</sup> International Conference on Ayurveda, Unani, Siddha and  
Traditional Medicine (iCAUST 2023) and ‘Triphala’ International Research Symposium  
AyurEx Colombo - 2023**

## **Guidelines for Oral Presentations**

- Duration of the oral presentation is 08 minutes, followed by 02 minutes of question & answer session.
- Presentations should be in English and prepared in .ppt/.pptx format only.
- The first slide of the presentation should include the presentation title, paper ID, name(s) of the author(s), and the affiliation/s of the author/s.
- It is recommended to use light or dark consisted background throughout the presentation. Font colors should be in readable color and size to achieve good contrast to the background color.
- Photographs and videos should be of adequate resolution.
- The use of company logos or trade names should be avoided on any audio-video aid that is used in your presentation.
- References/Bibliography slide should be before the last slide.
- Recommend to use the last slide for acknowledgments, and include your contact e-mail
- **Prepared presentations should be submitted to the respective session coordinators on or before, 07.09.2023.**

### **If you are a virtual oral presenter,**

- Follow the preparation guidelines for the preparation of oral presentations.
- All virtual presenters should furnish a recorded version of their presentations as a contingency measure in case of network disruptions during their respective sessions. The recording should reach to the **session coordinators on or before 06.09.2023**
- **How to create video using zoom?**
  - watch video 1 <https://www.youtube.com/watch?v=4BXjQ4x-H1s>
  - watch video 2: <https://www.youtube.com/watch?v=P6cTbnUPwfY>
- Save the PPT and video clip in one folder and name it as:
  - Session No.....,
  - Name.....,
  - Abstract No... (Session details will be shared in due course)

**\*\* The details of the sessions will be displayed on the web in due course.**

## **At the conference**

- Please present yourself to the Session coordinator in advance of the session.

## **If you are a virtual presenter,**

- You are required to join the Zoom conference meeting, at least 15 minutes prior to the presentation time, but participation from the beginning of the symposium is highly appreciated (Links will be shared in due course).
- Your Zoom account should appear by your name and abstract ID
- You have to mute your microphone till you get the time for the presentation
- It is compulsory to participate questions and answers sessions
- Your video should be on throughout the presentation

## Microsoft PowerPoint and Presentation Tips

- **Embedding media:** PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file.
- **Streaming:** If you want to stream media, it is advised to use local playback instead, as sufficient speed of the WiFi connection cannot be guaranteed at all times.
- **Fonts:** Widely used sans serif fonts such as Arial or Helvetica is recommended for clarity and compatibility. Confirm a font size of at least 24 points for body text and 36 to 40 points for headings. Light colored text on a dark background is advised. Avoid using red or green. Confirm that the maximum number of lines in text slides is no more than 6 or 7.
- **Format:** The best use of the given presentation space (screen) can be achieved by presenting in 16:9.