

# Instructions for abstract presenters: RCSoTL 2025

## Presentation logistics

1. Only the presenting author should be presenting the accepted abstract during the parallel sessions.
2. Each oral presentation will be given 10 min with 5 more minutes for Q & A by the judges and participants.
3. Each poster presentation will be given 5 min with 3 more minutes for Q & A by the judges and participants.
4. Please refer to the relevant guidelines below when preparing your presentation/poster.
5. The session in which you will present will be communicated by the organizing committee to the corresponding author of the submitted abstract closer to date.
6. Please ask your corresponding author to check the inbox and acknowledge the receipt of emails.
7. Only one presenter is allowed to present an abstract.
8. Changing of presenting author is NOT allowed after the abstract is accepted.
9. Certificate will only be issued to the registered presenting author.
10. Only officially registered presenters (confirmed upon receipt of registration form and full payment\*) may present their work during the parallel sessions. The registration link for the conference is:  
<https://docs.google.com/forms/d/e/1FAIpQLSczy7zIHpYwpwPuXUqW0a1XGCszPZ0jZijqjXiMjGEZVpfbXA/viewform?usp=header>.  
The deadline for registration is 16<sup>th</sup> June 2025.
11. Please submit your presentation/poster to the <https://forms.gle/9SP1BHMarxE2odt6A> in the google form by 18<sup>th</sup> June 2025.
12. Posters must be submitted in PDF format and presentations must be submitted in pptx. format.
13. When submitting the presentation/poster, name the file as **Abstract ID\_Presentation type** (OP for Oral presentation and PP for Poster presentation) i.e., 0032\_OP.
14. Presentations/posters submitted after 18<sup>th</sup> of June 11.59 pm will not be accepted for presentations at the conference.

*\*Note that staff and students of the University of Kelaniya and the 27th Intake of the staff development programme conducted by the SDC, University of Kelaniya are not required to pay the registration fee.*

## **PPT format for oral presentations**

1. Use this template available in the RCSoTL website to prepare your presentation if your abstract was accepted for an oral presentation: <https://docs.google.com/presentation/d/16qyF3iud4z4FJCdBs2apvPCQ8g13ZKEb/edit?usp=sharing&oid=108682351574708623552&rtpof=true&sd=true>
2. Presentation slides should be in English, landscape orientation
3. Slide dimensions: widescreen [In MS PowerPoint, go to Design -> Slide Size -> 16:9 (widescreen)]
4. Text used for the PowerPoint should be no smaller than font size 20
5. The presentation should have a title slide and the following sections: Introduction (1 slide), Objectives (1 slide), Methods (1 slide), Results (2 slides), Discussion (1 slide), Conclusion and recommendations (1 slide), and References (1 slide).
6. Do not include more than 9 slides for the presentation.
7. The title slide should contain the following clearly, directly below the title: Authors' name(s), department(s), institution(s). The name of the presenting author should be underlined.
8. It is recommended to keep the title of the presentation the same as in the submitted abstract.
9. Presenters should avoid overloading their slide with text, or images with small elements to allow for better reading.

## **PPT format for poster presentations**

1. Use this template available in the RCSoTL website to prepare your poster if your abstract was accepted for a poster presentation: <https://docs.google.com/presentation/d/1BaOStSLBimLEEIrdn1ns4krNcMRbJ-/edit?usp=sharing&oid=108682351574708623552&rtpof=true&sd=true>
2. Only one slide should be used to prepare the poster.
3. Presentation slides should be in English, landscape orientation
4. Slide dimensions: widescreen [In MS PowerPoint, go to Design -> Slide Size -> 16:9 (widescreen)]
5. Text used for PowerPoint should be no smaller than font size 14.
6. The title is to be stated at the top of the slide. It is recommended to keep the title of the poster the same as in the submitted abstract.
7. Name(s), department(s), and institution(s) of author(s) should be stated clearly, directly below the title.
8. The name of the presenting author should be underlined.
9. The slide should contain the following headings: Introduction, Objectives, Methods, Results, Conclusion, Acknowledgements (only research grants can be acknowledged).

### ***Content of the poster***

10. Make sure that the specific sections (such as background, methods, results, and conclusions) are easy to locate in the poster.
11. Try to keep the text easy to read and concise. The poster should have a clear message, and a logical layout and be easy to comprehend.
12. Avoid the use of complete sentences. Instead, use short text in bullet point format.
13. Avoid using watermarks that may detract the readability of your poster.
14. Illustrations are the most important part of the poster and will attract the most attention.
15. Colorful charts and graphs are the easiest to read. Explanatory illustrations should be used instead of text whenever possible.
16. Use only static images, and do not embed any videos or animation in your poster.
17. Try to utilize the space on your poster as creatively as possible to attract the audience and ensure that the images are easy to understand.

If you have any questions, please contact: [stlhe@kln.ac.lk](mailto:stlhe@kln.ac.lk)