

International Conference on Innovation and Emerging Technologies (ICIET) 2024

Faculty of Technology | University of Sri Jayewardenepura | Sri Lanka

21st and 22nd November 2024

Guidelines for Oral Presentations (*for International Presenters only*)

Please follow the guidelines below when preparing for the oral presentation.

1. Oral presentations will be held on 21st and 22nd of November and each author will be given a total of 15 minutes (10 minutes for video presentation followed by the Q & A session) via Zoom platform.
2. Please send a recorded video of your video presentation to the track chair ([email of the track chair](#)) on or before **18th of November 2024**, to use as a backup if any technical issues raised. Please specify your particular Abstract ID when sending the recorded video. Use the format Paper ID_Author Name pptx.
3. The Session host will contact you in advance for instructions and more details on your presentation (Please keep your mobile handy and monitoring of emails before the session).
4. **We highly recommend the presenting author to join the session 10 minutes before it starts although your paper is scheduled later in the session.**
5. **Presenting authors should rename yourself as Paper ID_Author Name_Presenting (e.g., 2_A.B.C Jhon_Presenting).**
6. The author should indicate to the session chair that you have logged in to the session (Type the paper ID and the presenting author's name in the chat box e.g., 2_A.B.C Jhon).
7. The presenting author must actively participate in the Q & A session just after the video presentation, otherwise, **the paper will not be published** in the conference proceedings.
8. The session chairpersons will be instructed to strictly adhere to the above guidelines. We expect the support of the authors to conduct the online sessions successfully.

Organizing Committee

ICIET 2024