

# International Conference on Innovation and Emerging Technologies (ICIET) 2024

Faculty of Technology | University of Sri Jayewardenepura | Sri Lanka

21<sup>st</sup> and 22<sup>nd</sup> November 2024

## Guidelines for Oral Presentations (*for Local Presenters only*)

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

1. All the Technical Sessions will be conducted physically on the 21<sup>st</sup> and 22<sup>nd</sup> of November. **Presenters must attend the conference and be there physically at the Faculty of Technology, University of Sri Jayewardenepura during their assigned session as per the schedule.** If the designated presenter cannot participate in the conference physically, a co-author must attend the conference and present the research findings. If none of the authors show up to present the research findings;
  - All the authors of the respective abstract will be blacklisted from the ICIET conference for a duration of 3 years, and
  - The respective abstract will be removed from the proceedings without publishing.
2. Technical Sessions will be conducted in track-wise parallel sessions located at the **lecture hall complex** on both days.
3. Presenters must be at the room where the respective session is to be conducted 30 minutes before the session starts and save a copy of the presentation on the computer before the beginning of the session.
4. Each author will be given 10 minutes for the presentation. At the 8-minute mark, the first bell will ring and after another 2 minutes, the final bell will ring. Please note that we will strictly adhere to the 10-minute time limitation.
5. After the presentation, a 5-minute Q&A session will be opened. Chairpersons and judges will initiate the discussion on your research findings.
6. Presenters are instructed to prepare their presentation slides in PowerPoint (or beamer) format using their template to comply with the above time allocation.
7. Each presentation will be evaluated by a panel of judges and the winners will be awarded at the closing ceremony held on the 22<sup>nd</sup> Afternoon.

Thank you!  
Organizing Committee  
ICIET 2024