

Instructions for Presenting Authors

International Conference on Innovation and Emerging Technologies (ICIET) 2026

25-27 November 2026 · Faculty of Technology, University of Sri Jayewardenepura, Sri Lanka

1. Registration

- The **International Conference on Innovation and Emerging Technologies (ICIET) 2026** will be held from **25th to 27th November 2026** at the Faculty of Technology, University of Sri Jayewardenepura, Pitipana, Homagama 10206, Sri Lanka.
- The presenting author of an accepted abstract/full paper must complete the conference registration **on or before 15th October**.
- Presenting authors are requested to enter their names and other details accurately, as the information provided will be used for issuing conference certificates.
- At least one author of each accepted abstract must register for and present the work at the conference.

2. Oral Presentations

- Oral presentations will be conducted in person on 26th and 27th November 2026.
- Each presenter must strictly adhere to the **10-minute presentation time**.
- Presenters are encouraged to focus on the **research problem, objectives, methodology, major findings, innovation, and significance of the work**.
- Oral presentations should be prepared in **PowerPoint (.pptx) format** using the **official ICIET 2026 presentation template available at <https://iciet.sjp.ac.lk>**.
- Presentations should be delivered in **English**.
- Presenters must strictly follow the presentation schedule and allocated time which will be shared later by the organizers.

The oral presentation should include:

1. Title
2. Author(s) and affiliations
3. Introduction and research problem
4. Objectives of the study
5. Methodology / Materials and Methods
6. Results and key findings
7. Discussion and/or Conclusions
8. References
9. Acknowledgements (if any)

Submission of Oral Presentations

- Presenters should ensure that all presentations are checked for **formatting, figures, tables, references, spelling, grammar, and technical errors** before submission.

3. Poster Presentations

- The **poster presentation sessions will be conducted physically on 26th and 27th November 2026**, in parallel sessions located at the lecture hall building complex.
- Presenters must attend the conference and be **physically present at the Faculty of Technology, University of Sri Jayewardenepura, Pitipana, Homagama 10206**, during their assigned poster session.
- Posters will be **displayed on TV screens**; therefore, **printing is not required**.
- Each presenter must bring a **soft copy of the poster prepared according to the designated ICIET poster template**.
- Posters should be concise, visually clear, and readable when displayed on a TV screen.
- Important findings should preferably be presented using **figures, graphs, tables, diagrams, photographs, and other appropriate visual elements**.
- Each poster will be displayed for **30 minutes**. During this period, the authors should explain the poster content and highlight the major findings within **08 minutes**.
- Following the presentation, the **judges will ask questions regarding the research findings for evaluation purposes**.

The poster should include:

1. Title
2. Author(s) and affiliations
3. Introduction
4. Objectives of the study
5. Methodology
6. Results and key findings
7. Discussion and/or Conclusions
8. References
9. Acknowledgements (if any)

Submission of Poster Soft Copy (Google Form)

- A **Google Form has been provided to collect the soft copies of posters** for the ICIET 2026 poster sessions.
- All poster presenters are required to submit the final soft copy of their poster through the Google Form below on or before 25th November 2026.
- **Poster Submission Form:** <https://forms.gle/TDBR9J4qb6xUP4Gp8>
- Presenters should ensure that the submitted poster is the **final version** intended for display during the conference.
- The poster should be prepared according to the **official ICIET 2026 poster template and guidelines**.
- Presenters should ensure that all posters are checked for **formatting, figures, tables, references, spelling, grammar, and technical errors** before the submission.

4. Presentation Session Arrangements

- Presenters must bring the required **soft copy of the presentation/poster** to the assigned session to be used if necessary.
- Presenters must be in the designated room at least 30 minutes **before the start of the session** (for oral presentations, report to the assigned presentation room).
- The soft copy must be handed over to the person responsible for saving a copy of the presentation on the designated device **before the beginning of the session**.
- 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 limit.

After the presentation, a 5-minute Q&A session will be opened. Chairpersons and judges of the session will initiate the discussion on your research findings.

5. Presentation File Naming

All presentation files should be named according to the format specified by the ICIET 2026 Organizing Committee or the relevant Track Chair. Presenters should use the exact **Paper ID** provided in the ICIET 2026 acceptance notification or submission system.

Recommended format: ICIET26_<Paper ID>_<Presenter Name>.pptx

Example: ICIET26_105_XYZ Jonson.pptx

6. Other

- If the designated presenter is unable to attend physically, a **co-author must attend and present the research findings**.
- If **none of the authors attends to present the research findings**, the respective **abstract will be removed from the proceedings without publication**.
- All presentations should comply with the official **ICIET 2026 presentation guidelines and templates**.

7. Awards

- Each presentation will be evaluated by a panel of judges.
- A Best Presenter certificates will be awarded at the end of each oral/poster presentation session.
- The overall winners will be awarded at the closing ceremony on the afternoon of 27 November 2026.

The decision of the conference organizers regarding the winners is final.

We wish all presenters a successful presentation at the ICIET 2026!

Organizing Committee, ICIET 2026