



## **12<sup>th</sup> Annual Conference of the Postgraduate Institute of Science RESCON 2025**

### **Author Guidelines**

#### **General Instructions**

- The conference proceedings will be uploaded to the PGIS before the 8<sup>th</sup> of November 2025.
- A new ID number to represent the name of the theme will be assigned for each abstract. This will be notified to the authors soon.
- The presenting author must register for the conference. While co-authors are not required to register, anyone who wishes to attend the conference must do so, except for special invitees. Non-authors are also welcome to register as participants and attend the conference.
- Presenters should dress in smart casual attire. Gents are recommended to wear a light-colored long-sleeved shirt and a tie. Ladies are suggested to wear a saree, a blouse with a skirt or trousers, or business dress. Dress comfortably yet professionally.
- It is strongly recommended that oral presenters remain in the session hall for the entire duration of their respective sessions. Poster presenters are required to be present in front of their posters throughout the poster session.
- Abstracts that are not presented will not be published in the PGIS digital repository and will be removed from the final conference proceedings. If a presenting author is unable to present at the assigned time, a co-author may present instead, provided they register for the conference.
- 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 PowerPoint presentation on the computer before the beginning of the session.
- Technical Sessions will be conducted in many different rooms located at the PGIS building. Presenters are therefore advised to be in the correct room and find the session in a timely manner.
- For any inquiries or instructions, please email to [rescon2025@pgis.lk](mailto:rescon2025@pgis.lk) before the day of the conference. On the day of the conference, you may visit the Registration Desk.

### **Oral Presentation Guidelines**

#### **Technical specifications for visual aids**

- Presentations should be prepared electronically in English and in .pptx or LaTeX format.
- The duration for each presentation is strictly limited to 10 minutes.
- At the end of all the presentations, session chairs will conduct a panel discussion. All the presenters must stay in the session until the panel discussion is over. Co-authors of the abstract may join the session and participate in the Q&A session and the panel discussion
- Presentations should be submitted to the organizing team by emailing them to <https://drive.google.com/drive/folders/1GhLz6idnTT986PD9VeQcTLRViantQnik?usp=sharing> on or before 6<sup>th</sup> November 2025. Please email both the pptx. and pdf.formats and clearly mention the abstract ID and title in the email subject. (Eg: IDxx\_TITLE)



- Slide numbers should be clearly displayed on each slide.
- Support for embedded videos and audios in your presentation cannot be guaranteed. Therefore, if your presentation includes such media, please test it on the on-site PC several hours beforehand.

### **Title slide**

- The title slide of the presentation should include the title, abstract ID, name(s) of the author(s), and the affiliation/s of the author/s.
- Institutions affiliated with the authors should be indicated with numerals as superscripts (*i.e.*, 1, 2, 3). Superscripts should come after author names and before institutional affiliations (with no space).
- The corresponding author must be indicated with an asterisk.
- The name of the presenting author should be underlined.
- The conference logo attached to this email must be placed on the upper right-hand corner of the first slide.

### **Recommendations for the preparation of visual aids**

- It is recommended to use a consistent background throughout the presentation.
- Fonts should be of readable color and size to achieve good contrast with the background.
- It is recommended to use a non-serif font (*e.g.*, Arial).
- Short sentences, simple words, and bullets should be used to illustrate your points. A good general rule is not to exceed six lines, or 45 characters and spaces per line.
- Displayed materials should be self-explanatory and should enhance the verbal presentation and discussion.
- Charts and graphs should be used to illustrate data, avoiding large tables of raw data.
- Photographs and videos should be of adequate resolution.
- Consistent margins and line spacing should be kept.
- It is recommended to include only essential citations on the relevant slide itself, rather than on a single slide after the conclusions. When citing a reference with more than two authors, list the first author's name followed by "et al." It is recommended to include the journal abbreviation, year, volume, and inclusive pagination without the paper title.
- It is recommended to use the last slide for acknowledgments and to include the email address of the corresponding author.

### **Presentation guidelines**

- At 08 minutes, the presenter will be indicated. At 10 minutes, you should prepare to end the presentation, and when you hear the bell, you should stop the presentation.



- The speaker should be adequately loud and clear, maintaining an even pace. The spoken language should be clear.