Guidelines for Presentation

- Please refer to the attached conference schedule to find your presentation time, room and session chair. (Your Abstract No. has been updated in the Proceedings, depending on the conference track e.g. SC-xx: for Smart Computing and SE-xx: for Systems Engineering)

- You are required to be present at the venue prior to the commencement of your specific session and remain until the session concludes.

- The time allocated for a presentation is 15 minutes. Afterwards, there will be 5-minutes Q&A. Please structure your presentation to meet the limited timeframe.

- Please incorporate appropriate color combinations, font-sizes, spacing etc. to make your presentation clear and readable to the audience.

- You will be notified 2 minutes prior to the end of the allocated presentation time. Thereafter, you are required to finish when notified at the end of 15 minutes.

- Your Microsoft PowerPoint or PDF presentation along with other supportive material should be emailed to the conference secretary via **scse@kln.ac.lk** by 4.00 p.m. on 26th March 2019. Kindly note that locally embedded media clips are not saved in your PowerPoint presentation and those files need to be attached to the email along with your PowerPoint presentation. You are advised to bring a copy of your presentation and supportive material on a USB Flash Drive as a safety backup.

- Please name your presentation file beginning with the **Paper No** and specify the email subject as **"Presentation_<Paper No>"**. e.g.: Presentation_SC-01 (Note: *Paper No. as found in Proceedings document)*

- The administrative team at the session venue will keep your presentation ready prior to your presentation. You are expected to come at least 30 minutes prior to the commencement of the session, and check with the team at session venue, whether the presentation is in order.

- You are encouraged to actively contribute to the discussions that take place during the sessions.