



## Instructions for the presenting authors

**RISTCON 2021** will be held as a **virtual conference**; participants are requested to submit their oral and poster presentation in the digital format. In addition, all presenters are required to provide a short video-clip about their research study. The presentation guidelines are given below. The presentation and the recording should be emailed to [ristcon2021@sci.ruh.ac.lk](mailto:ristcon2021@sci.ruh.ac.lk) or share via **google drive** sending the link to [ristcon2021@sci.ruh.ac.lk](mailto:ristcon2021@sci.ruh.ac.lk) on or before **February 14, 2021**.

The subject of the email should be:

**RISTCON 2021 presentation files: Abstract ID (RISTCON 2021 presentation files: D05).**

## Elements of the presentation

Following elements should be included in your presentation

1. Title
2. Author(s), with affiliations
3. Introduction and objective/s of your study
4. Methods
5. Results
6. Conclusions and/or discussion
7. References

## Oral Presentation Guidelines

1. Duration:
  - I. Presentation - 10 mins
  - II. Questions and Discussion – 5 mins
2. Submission checklist
  - I. Finalized presentation,  
Name: AbstractNumber\_PresenterName.pptx (or pdf)
  - II. Pre-recorded video clip WMV or MP4 format,  
Name: AbstractNumber\_PresenterName.mp4

## Poster Presentation Guidelines

1. Duration:
  - I. Presentation - 7 mins
  - II. Questions and Discussion – 3 mins
2. The poster should be on one page. Size: A3 size  
Orientation: Landscape

3. Submission Checklist
  - I. Poster PDF format  
Name: AbstractNumber\_PresenterName.pdf
  - II. Poster JPEG format  
Name: AbstractNumber\_PresenterName.jpg
  - III. Pre-recorded video clip WMV or MP4 format  
Name: AbstractNumber\_PresenterName.mp4

## Video clip preparation

A clear video-clip without background noise should be pre-recorded. Please note that your recording should not exceed the time duration (Oral: 10mins and Poster: 7 mins). You can use any video recording tool to record your presentation.

Two methods are explained below for your convenience:

### *Powerpoint*

1. Select Slide Show > Record Slide Show.
2. Record from Beginning - to record from the beginning of a presentation
3. When you're ready, select Record and start speaking.
4. Select File > Save as type > Windows Media Video  
Save the file name as mentioned above.

### *Zoom*

1. Start a Zoom meeting as the host.
2. Select the share screen option to share your powerpoint slide show.
3. Click the option to Record. Select Record on this Computer.
4. Start speaking.
5. You (Host) will see the following recording indicator in the top-left corner while recording is active.



6. End the meeting to finish your recording.
7. After the meeting has ended, Zoom will convert the recording so you can access the files.
8. Once the conversion process is complete, the folder containing the recording files will open.  
**Note:** By default, the video file (MP4) will be named Zoom\_0.mp4. Please rename your video file as mentioned above.