

Instructions for the presenting authors

RISTCON 2023 will be held as a virtual conference, yet it will still be a live conference. At least one of the authors of an accepted paper must complete the [registration](#) before **January 12** and present at RISTCON 2023.

Presenting authors are required to prepare and upload the material associated with their oral and posters presentations in the digital format. Following the presentation guidelines below, record your (oral/poster) presentation and email to ristcon2023@sci.ruh.ac.lk or share via google drive sending the link to ristcon2023@sci.ruh.ac.lk on or before **January 12, 2023**.

- The subject of the email should be:
RISTCON 2023 presentation files: Abstract ID (e.g., RISTCON 2023 presentation files: D05).
- Following elements should be included in your presentation (**ORAL & POSTER**):
 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

The format of the **ORAL** presentations will be 10-minute presentation, followed by 5 minutes for discussion/questions.

The format of the **POSTER** presentations will be 7-minute presentation, followed by 3 minutes for discussion/questions. The poster must be A3 size in landscape orientation.

- Submission checklist – **ORAL**
 1. Finalized presentation (Name: *AbstractNumber_PresenterName.pptx or pdf*)
 2. Pre-recorded video clip WMV or MP4 format (Name: *AbstractNumber_PresenterName.mp4*)

• Submission Checklist – **POSTER**

1. Poster PDF format (Name: *AbstractNumber_PresenterName.pdf*)
2. Poster JPEG format (Name: *AbstractNumber_PresenterName.jpg*)
3. Pre-recorded video clip WMV or MP4 format (Name: *AbstractNumber_PresenterName.mp4*)

How to make the video clip (ORAL & POSTER):

A clear video-clip without background noise should be pre-recorded. Please note, your recording should not exceed the time duration (Oral: 10 mins 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.

Note that : you may use WebEx, Skype, Google Meet or Microsoft Teams to prepare the video clip.