



PGIS RESCON 2020

Guidelines for Online Presentations (Oral)

Please follow the guidelines below when preparing for the oral presentation. (To be read after 31st of October 2020)

Presentation – single presentation by the author.

Session – an array of approximately 7-9 presentations chaired by two distinguished academic staff members (chairpersons) and hosted by an academic staff member, (the host).

1. At this point, you should have the following steps completed
 - a. Your host has contacted you and briefed you on the information. (If not, find the contact details of the host and call the host immediately).
 - b. You have sent your finalized presentation to the host, named **AbstractNumber_ThemeCode_PresenterID.pptx (or pdf)**.
 - c. You and host have rehearsed, and the host has a pre-recorded video named **AbstractNumber_ThemeCode_PresenterID.mp4** with him/her, which contains a video to be presented in case you have connectivity issues.
 - d. You have the zoom link to the presentation to join as a panelist.
2. Make sure you have a stable internet connection. Also, keep your mobile phone with you (in case we need to contact in any issues). You need to connect to the zoom link 10 minutes prior to the **session** (not the presentation), connect to the webinar as a panelist, and your Presenter ID should be displayed as your name. You must stay for the duration of the whole session.
3. When all the presenters are available, the host will hand over the session to the chairpersons, who will call on the presenters, one by one, for presentations, please adhere to the strict time limits, to help with smooth flow of the session. If no connectivity issues are there, you are all good, stay until the session ends.
4. At the time of your presentation, the host will share your slides with the audience, and the chairperson will invite you to start. You can start the presentation, and if you want to move to the next slide, say NEXT, and wait three seconds. If there is no response, try again once, and if no response again, type NEXT into chat box. If there are connectivity issues, contact the host (your host might contact you sometimes) and give the host the consent to put the pre-recorded video from where you stopped.
5. At the end of the session, the chairpersons will ask questions/give valuable feedback. Participate in this panel discussion actively. If there are no connectivity issues, this is it!
6. If there are connectivity issues in the panel discussion, the host will contact you, and you can try the following things.
 - a. If you can type things in and can hear, you can type the answer to the question in the chatbox.
 - b. If your internet connection is totally down, we will contact you after the panel discussion with questions and feedback. So that you can still get a feedback from the chairpersons.

- c. If all of the above fails, we will email you the feedback at the end of the day, with cc to chairs, and you can respond via email.
7. We hope everything will go as expected, but if there are connectivity issues, do not panic. We have options for most contingencies. However, we are doing this for the first time, and this is one of the largest online conferences (230 abstracts) in Sri Lanka, so if things do not go as expected, please bear with us. We will always strive to be fair to the presenters and give them great feedback.