

**GUIDELINES FOR ORAL PRESENTATIONS**

1. Oral presentations will be held on 24th November 2023 and will be conducted in hybrid mode (Physically and Online). Each author will be given a total of 10 minutes followed by the Q&A session. Online participants have to join via Zoom platform (Their video presentation will be played).

2. Authors who physically participate the conference should forward their presentations to ricit2023@fot.ruh.ac.lk by **15th November 2023**. However, we expect authors to keep an updated copy available with you, whenever you physically participate the conference.

3. The deadline for video submission for online presenters is **15th November 2023**. However, we highly recommend you to upload the video ASAP to be verified by the technical program committee before the conference.

4. Presenting authors (physical) should be registered to their sessions and be available at their venue at least 10 minutes before the session starts. We also highly recommend the presenting author (Online) to join the session 10 minutes before it starts although your paper is scheduled later in the session. The session host will contact you in advance for instructions and more details on your presentation (Please keep your mobile handy and monitor emails before the session).

5. Presentations should be name as, (RICIT2023\_Paper ID). Online presenting authors should rename yourself with the paper ID and name as given here (Paper ID\_ Name of the Presenting Author).

6. The authors joining online should indicate to the session chair that you have logged in to the session (Type the paper ID and the presenting author’s name in the chat box and send it as a direct message to the session chair).

7. The session chair will call the author’s name and request the host to play the recorded video presentation: If the session chair doesn't see you live in the session, **he/she will not call for your paper.**

8. The presenting authors (online and offline) must actively participate in the Q&A session and particularly the online presenters are strictly advised not to leave the session just after the video presentation, unless otherwise, the certificate will not be awarded.

9. The session chairpersons will be instructed to strictly adhere to the above guidelines. We expect the support of the authors to conduct the physical and online sessions successfully.

10. If you have any technical difficulty in joining the session, please contact our team via the given emails or contact the Chairperson of the Technical Committee Dr. Chandani De Silva through 077-188 4877 or Mr. Chathuranga Adhikari 0768913910.

**GUIDELINES FOR VIDEO PRESENTATION PREPARATION**

1. The authors of accepted abstracts who are also registered for RICIT 2023 are required to upload a pre-recorded video of their presentation.
2. The presentation can be recorded by any author as listed in the submission and at least one author should be available during the original dates of the conference for the Q and A session. The session schedule will be provided to you via email prior to the conference date.
3. We request you to prepare and upload a video of your presentation with the webcam and voice over slides of the presentation. Please note that the video file must be in MP4 format.

**Key Preparation Guidelines:**

Duration: 10 minutes for oral presentation

File size: 100MB max

Video file format: mp4

Resolution = maximum 720p HD

Dimensions: Minimum height 480 pixels, aspect ratio: 16:9

Recording Tools: Preferred Zoom

Presentation Template: ppt template.pptx

Naming convention: abstract\_ID.mp4, where abstract\_ID is your abstract ID as in CMT/Published list of Presenters.

Use quiet echo-free area for recording.

Use a good headset with a microphone close to your mouth.

Try to avoid using the default built-in microphone on the computer.

Please note that the quality of videos will be checked after submission and files not compliant with the guidelines will be asked to re-submit. The first slide of the presentation should include the title of the abstract, abstract ID, authors’ names with affiliations, and the name of the conference.

**Uploading your Video**

Please send your video in an email to ricit2023@fot.ruh.ac.lk on or before 16th November 2023.