

# HUG 2021

## Guidelines for the Presenters

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| <b>Date of the symposium</b>                | <ul style="list-style-type: none"> <li>03 February 2022</li> </ul>   |
| <b>The inauguration ceremony</b>            | <ul style="list-style-type: none"> <li>The inauguration ceremony will be a virtual event and the presenters/other students can join using the Zoom link.</li> </ul>  |
| <b>Duration for a presentation</b>          | <ul style="list-style-type: none"> <li>8-10 minutes</li> </ul>   |
| <b>Duration for Q&amp;A</b>                 | <ul style="list-style-type: none"> <li>3-5 minutes</li> </ul>  |
| <b>Manner of presenting</b>                 | <ul style="list-style-type: none"> <li>Presentations should be prepared with MS PowerPoint.</li> <li>The presentation should be recorded as a video clip (using Zoom or any other application of your preference) with the relevant voice explanations of the author/authors.</li> <li>The maximum duration of 10 minutes should not be exceeded.</li> </ul>   |
| <b>Content of the presentation</b>          | <ul style="list-style-type: none"> <li>An adequate number of slides should be used.</li> <li>All the key elements of the research should be adequately explained.</li> <li>The entire presentation should be covered within the given time.</li> <li>Presenters are advised not to include unnecessarily lengthy introductions.</li> </ul>   |
| <b>Submission of the recording</b>          | <ul style="list-style-type: none"> <li>The recorded video should be emailed to <a href="mailto:hug@kln.ac.lk">hug@kln.ac.lk</a>, on or before 23 January 2022.</li> <li>The code of the paper should be used as the subject line of the email.</li> <li>Late submissions will not be considered.</li> </ul>  |
| <b>Plan for the virtual sessions</b>        | <ul style="list-style-type: none"> <li>All presenters should join the relevant session via Zoom, using the links given on the session plan.</li> <li>The recordings of presentations will be played by a member of the organizing committee, who is appointed as the rapporteur of the session.</li> <li>After each presentation, relevant author/s should join the Q&amp;A session and answer/provide explanations for the raised questions.</li> </ul> |
| <b>Session plan</b>                         | <ul style="list-style-type: none"> <li>The session plan will be available on the web (<a href="https://hu.kln.ac.lk/index.php/hug2021">https://hu.kln.ac.lk/index.php/hug2021</a>), a few days before the symposium.</li> </ul>  |
| <b>Volume of abstracts and certificates</b> | <ul style="list-style-type: none"> <li>Volume of abstracts and certificates will be issued (soon after the symposium date) to the authors who join their relevant sessions.</li> </ul>   |
| <b>Inquiries</b>                            | <ul style="list-style-type: none"> <li>The coordinators can be contacted for all inquiries.<br/>Email - <a href="mailto:hug@kln.ac.lk">hug@kln.ac.lk</a><br/>Lecturer Kithmi Perera 0719035251<br/>Lecturer Jayamal de Silva 0772293827</li> </ul>   |