

GUIDELINES FOR ORAL PRESENTATION

Congratulations on your paper being selected for oral presentation at ICNATLIB 2026.

You may present in the medium in which you submitted the paper.

TIME

- Each presentation is allocated 10 minutes. **10–12 slides** are recommended.
- All presenters will be introduced to the audience by the session chair and your presentation will be evaluated by a session chairs. You will have the opportunity to elaborate on your work and engage with delegates during the Q&A session.
- Please arrive at your session 30 minutes before it begins. All presenters will have the opportunity to check their presentations on-site prior to their scheduled presentation time.

FORMAT

- Prepare your presentation using by the given PowerPoint template only (Attached in the email).
- Prepare your presentation as a single **Microsoft PowerPoint Presentation** file to run on a PC. Save your presentation in **Microsoft PowerPoint Presentation (.pptx)** format. **Do not** save it as a **PowerPoint Show (.ppsx)** file.
- If your presentation is in **Sinhala or Tamil**, you are also required to submit a **PDF version** of the PowerPoint presentation to ensure proper font compatibility during the conference.
- Presentations may only be given as PowerPoint presentations. No other audio-visual medium (e.g., slide, video, or overhead) or software is allowed.
- **Presenters will not be permitted to use their own laptop computers during the conference.** A Windows PC will be provided at the conference venue for all presentations. **Mac computers will not be available.** To avoid any technical issues, presenters are advised to bring a backup copy of their presentation on a USB flash drive (memory stick).

CONTENT/SLIDES

- **Font:** English (Times New Roman), Sinhala (FMAbhaya), Tamil (Kalaham)
- **The Content of the PPT:**
 1. Structure the presentation logically and include Introduction, Objectives, Methodology, Findings/Results, Discussion/Conclusion with References.
 2. Use bullet points rather than long paragraphs of text.
 3. Avoid small fonts that are hard for the audience to read.
 4. Limit graphics to about 1–3 per slide so the content stays clear.
 5. Avoid using all capital letters.
 6. Combine words, pictures, and graphics thoughtfully.
- **Subheadings:** Should be bolded (24-point font size) and placed at the center of the slide.
- The first slide of the PPT presentation should include the name(s) of the author(s) [should be underline in the presenting author(s) and the affiliation of presenting author(s)]. Also include the paper ID Number below the paper title.
- Presenters can customize the content of the slides as preferred after slide No.02 by adding duplicate slide/s.

You are requested to send your presentation/s to icnatlib2026@mail.natlib.lk on or before **August 15, 2026**. Please re-name your file with the **paper ID** indicated.