

RASAS 2025
Faculty of Humanities & Social Sciences
Presentation Guidelines

Please carefully follow the presentation guidelines given below:

1. Presenter Eligibility

- ✓ Only one author of the paper will be permitted to present during the conference.
- ✓ Other co-authors are welcome to contribute to the discussion and participate in the Q&A session.

2. Time Allocation

- ✓ Each presentation slot will be **15 minutes in total**.
- ✓ **10 minutes** will be allocated strictly for the presentation.
- ✓ **5 minutes** will be reserved for questions and answers with the audience and session chair.

3. Presentation Format

- ✓ All presentations must be prepared in **widescreen format (16:9 ratio)** to ensure compatibility with the conference display system.
- ✓ Slides should be clear, concise, and visually appealing. Avoid overloading slides with text; instead, use bullet points, visuals, graphs, and diagrams to communicate your key findings effectively.
- ✓ Ensure that all visuals (tables, figures, maps, and images) are of high quality and legible on screen.

4. File Naming Convention

- ✓ Rename your presentation file before submission according to the following format:
RASAS (Abstract ID)_(Presenter's Last Name)

Example: RASAS_01_Gamage, RASAS_28_Fernando

5. Submission of Presentation Files

- ✓ All presentation files must be submitted to the RASAS CMT [Upload Presentation Tab](#) on or before **13th October 2025, on or before 11.59 pm**.
- ✓ Accepted file format – **PDF** only.

6. Font and Language Requirements

- ✓ For English text, use **Times New Roman** font for clarity and uniformity.
- ✓ For Sinhala text, use **Unicode fonts** to ensure proper display without formatting errors.

- ✓ Maintain consistency in font size (minimum 24pt for main text, larger for titles) to ensure readability from the back of the room.

7. **Professional Standards**

- ✓ Begin your presentation with a clear title slide including the paper title, presenter's name, co-authors, and institutional affiliation.
- ✓ Conclude your presentation with a summary slide highlighting the key findings and contributions of your work.
- ✓ Dress professionally and arrive at the venue at least 30 minutes before your session begins.