

Guidelines for Author's Presentations and Videos

The Faculty of Management Studies proudly presents the 02nd International Research Symposium on Management 2023 (IRSM 2023) and the organizing committee has made the decision to have the technical sessions both in-person (physically) and via online. Virtual platforms will serve as the primary virtual conference platforms for the online technical sessions. Thus, all the presenters are hereby advised to strictly adhere the following guidelines on preparing their PowerPoint Presentations and Videos.

Presentation

- With reference to the registration policies, at least one author of each accepted paper must register and **present** at the conference to be eligible for the certificates. Hence, *it has been made compulsory by the conference policies for the main author or co-author/s to present the paper at the respective technical session.*

- *Each single paper has been allocated 10 minutes for the author presentation, followed by 5 minutes for the panel discussion.* Each presenter must be make sure to stay within the allocated time limit for your presentation since this shows respect for the organizers and other presenters, and ensures that the conference runs smoothly on schedule.

- The presenters ought to be dressed professionally with a professional/business attire.

- The following points need to be taken into account when the authors are designing their presentation slides.
 - Number of slides of the presentation should be 12 -15 in total.
 - Prepare the presentation using the given MS PowerPoint template.
 - The main focus should be given to the research problem, methodology adopted, and findings, discussion and implications.
 - The content of the presentation slides should be free from typos and grammatical errors.
 - The presenters are not allowed to use unnecessary animations, videos and sound effects in their presentations.
 - Use an appropriate background style which matches with font colors of the texts used in the presentation, i.e. light backgrounds with dark font colors.

Video Clip

Authors must also create a video clip of the presentation in addition to the MS PowerPoint presentations adhering to the following standards.

- Use the same MS Power Point presentations that you were created in the previous phase for the video recording.
- The presenter(s) should be well-groomed.
- The presenters must always have their camera on all the time during the entire recording in order to ensure that both the presenter and slides (ppt) are visible.
- The presenter's voice should be audible enough and free from background noises which interrupts the audio clarity.
- Recommending you to use the Zoom application in aid of recording the video (<https://zoom.us/>).
- Use the standard background (JPG file) that has been provided to you as your virtual background.

How to add a virtual background?

Click on [https://support.zoom.us/hc/en-us/articles/210707503- Virtual-Background](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background)

Or

1. Sign in to the Zoom desktop client.
 2. Click your profile picture, and then click Settings.
 3. Select Virtual Background.
 4. Click + button on the right side of the "Choose Virtual Background" heading.
 5. Click Add Image Option.
 6. If prompted, click 'Download' to download the package for the virtual background without a green screen.
 7. Select the downloaded IRSM -zoom-background.jpg from your computer.
- The presenter/s must upload their pre-recorded video presentation/s on or before **5th November 2023**.

The presenters must send both the MS PowerPoint presentation and the Video clip to the respective rapporteur (The rapporteurs who needs to be contact for the aforementioned purpose will be informed due course by the Technical Sessions Organizing Committee). It is also recommended for the presenters to create both Zoom accounts and Microsoft Teams accounts. We look forward to meeting you at the 02nd International Research Symposium on Management 2023 of Rajarata University of Sri Lanka.

If you have any queries please feel free to contact us.

Mail to: rajarata.irsm2023@gmail.com

Technical Sessions Organizing Committee – IRSM 2023