**6th International Research Conference (IRC 2026)**
**Sri Lanka Technology Campus (SLTC)**

# Oral Presentation Guidelines

*Instructions for Authors and Presenters*

Dear Author(s),

Thank you for contributing to the SLTC International Research Conference (IRC) 2026. All presenters are requested to use the official IRC 2026 oral presentation template and follow the instructions in this document.

## 1. Key Information

| | |
|---|---|
| **Final presentation submission deadline** | **16th November 2026** |
| **Submission platform** | Conference Management Toolkit (CMT) |
| **Required file name** | IRC2026_AbstractID_PresenterSurname.pptx |
| **Conference date and venue** | 19 November 2026 \| Sri Lanka Technology Campus (SLTC), Padukka |
| **Presentation format** | 10 minutes for the presentation, followed by 5 minutes for questions and answers (Q&A) |

## 2. Submission Requirements and Important Rules

- Submit the final PowerPoint presentation in .pptx format through CMT no later than **16th November 2026.**
- Presentations submitted on USB drives or brought to the venue at presentation time **will not be accepted.**
- If you need to amend a presentation already submitted, contact the relevant session coordinator at least 30 minutes before your session begins. Do not assume that a replacement file can be accepted without prior coordination.
- Download the official presentation template, "IRC_2026_Abstract_ID-IRC-PPT-Format.pptx", from the official IRC website and use it to prepare your slides.
- Include your Abstract ID (IRC-2026_Abstract ID) on the title slide.
- **Underline the presenting author's name** on the title slide. Do not include professional titles such as "Prof." or "Snr. Lec." in the author list.

## 3. Required Slide Structure

Your presentation should include the following sections in the order shown:

| | |
|---|---|
| **1. Title slide** | Presentation title, authors, affiliations, and Abstract ID |
| **2. Outline** | Brief overview of the presentation |
| **3. Introduction** | Background and rationale for the study |
| **4. Research Objectives** | Clear statement of the research objectives |
| **5. Methodology** | Methods, materials, data, or analytical approach |
| **6. Results and Discussions** | Key findings and their interpretation |
| **7. Conclusions** | Main conclusions arising from the study |
| **8. Acknowledgement** | Acknowledgement of relevant support, where applicable |
| **9. References** | Sources cited in the presentation |

Additional slides may be included where necessary (for example, to present further results). However, all the section headings listed above must be retained.

## 4. Presentation-Day Instructions

- Arrive at your assigned session room at least 30 minutes before the scheduled start of your session.
- Each presentation is allocated 10 minutes, followed by 5 minutes for Q&A.
- The session chair will signal at 8 minutes (one bell) and at 10 minutes (two bells). You must conclude your presentation when the 10-minute signal is given.
- Manage your time carefully and adhere strictly to the allocated presentation and Q&A schedule.
- The track/session coordinator will open the submitted PowerPoint file on the laptop provided in the session room. Ensure that the submitted file is final and ready to present.

## 5. Best Presenter Award

A Best Presenter Award will be awarded to one outstanding presenter in each technical session. The award will recognise the presenter's overall presentation performance, with consideration given to clarity of communication, presentation skills, confidence, subject knowledge, ability to explain the research findings, and responses to questions from the evaluation panel.

Presenters are therefore encouraged to prepare thoroughly and deliver their presentations in a clear, engaging and professional manner.

## . Enquiries and Support

For questions regarding the oral presentation format or submission process, please contact the Conference Secretariat:

**Email:** irc2026@sltc.ac.lk

**Official WhatsApp group:**

https://chat.whatsapp.com/GzUQD7tWWKb5s5H6iKzYYI?s=cl&p=i&mlu=4&ilr=4&iam=2

**Thank you for your cooperation.**

***We look forward to your participation in SLTC IRC 2026.***