

4th Research Symposium (RuFARS - 2021)
Faculty of Allied Health Sciences
University of Ruhuna

Instructions for the presenting authors

The Ruhuna University Faculty of Allied Health Sciences Research Symposium (RuFARS) 2021 will be conducted as a **virtual symposium** on the scheduled date. All the presenters must join the symposium online for their livestreaming of the presentations and questions & answer session. The corresponding authors are requested to submit their oral and/or poster presentation/s and pre-recorded video presentations according to the given check lists below.

All the relevant documents should be emailed to ars@ahs.ruh.ac.lk on or before **12th August 2021**. The subject of the email should be: ***RuFARS 2021 presentation files: Abstract ID***

Please follow the guidelines given below.

Elements of the presentation

Following elements should be included in your presentation.

1. Title
2. Author(s), with affiliations
3. Introduction
4. Objective/s of your study
5. Methods
6. Results and discussion
7. Conclusion/s
8. References

Oral Presentation Guidelines

1. Duration:
 - I. Live Presentation - 08 minutes
 - II. Live Questions and Answer session – 02 minutes
2. Submission checklist
 - I. Final presentation as a PowerPoint presentation
File Name: Abstract Number _PresenterName.pptx
 - II. Pre-recorded video file of the above presentation in WMV or MP4 format
File Name: Abstract Number_ PresenterName.mp4

Poster Presentation Guidelines

- I. Duration:
 - I. Live Presentation – 3 minutes
 - II. Live Questions and Answer session – 2 minutes
2. The poster should be submitted as below
 - I. Full poster in one page. Size: A3, Orientation: Landscape
 - II. Two PowerPoint slides of the poster (which you use for 3 minutes presentation)
 - III. A pre-recorded video presentation prepared using above two PowerPoint slides (format is given to you).

3. Submission Checklist

- I. Poster in two power point slides
Name: Abstract Number _PresenterName.ppt
- II. Poster on one page (A3 size) in PDF /JPEG format
Name: Abstract Number _PresenterName.jpg
- III. Pre-recorded video file WMV or MP4 format
Name: Abstract Number _PresenterName.mp4

Pre-recorded video file preparation

A clear video file without background noise, under good lighting should be pre-recorded. Please note that your recording should not exceed the time duration (Oral: 8 minutes and Poster: 3 minutes). You can use any video recording tool to record your presentation but make sure it can be heard properly.

Two methods are explained below for your convenience:

Power point

1. Select Slide Show > Record Slide Show.
2. Record from Beginning - to record from the beginning of a presentation.
3. When you're ready, select Record and start speaking. Video should be open.
4. Select File > Save as type > Windows Media Video Save the file name as mentioned above.

Zoom

1. Start a Zoom meeting as the host.
2. Select the share screen option to share your power point slide show.
3. Click the option to Record. Select Record on this Computer.
4. Start speaking.
5. You (Host) will see the following recording indicator in the top-left corner while recording is active.



6. End the meeting to finish your recording.
7. After the meeting has ended, Zoom will convert the recording so you can access the files.
8. Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the video file (MP4) will be named Zoom_0.mp4. Please rename your video file as mentioned above.

An example for recording layout is given below.

Recording layout



Please select the layout to show you as an active speaker on the upper right-hand corner. Do not turn off video. Please make sure that your whole face is shown.

- *If you have any queries regarding the guidelines, please contact **Ms Vindya Pathiraja** - 0703991765*
- *If you need any clarifications regarding preparation of the video presentations, please contact **Mr Nishantha Gamage** - 0718484775*

Thank you