76ᵀᴴ Annual Scientific Sessions
Sri Lanka Veterinary Association

Presentation Guidelines

GENERAL GUIDELINES

- Please be present at the conference venue, **Grand Kandyan Hotel, Kandy at least 10 minutes** before the scheduled time. The dress code is smart casual or national dress.
- Each session will be moderated by a session chair and judged by a three-member panel.
- All presentations must be in Microsoft **PowerPoint, aspect ratio 16:9**. Text and presentation should be in **ENGLISH only**.
- All presentations must be **uploaded by 11.00 pm on 28th July 2024**, using the **Google Form provided** (https://forms.gle/iFzLsN8VyUvKygkx9).
- Please check the SLVA website for updates, guidelines, and templates (https://www.slva.org/scientific-sessions-2024).
- PowerPoint templates for preparing presentations will be available on the SLVA website by July 18, 2024.

GUIDELINES FOR ORAL PRESENTATIONS

- Each oral presentation is limited to an **8-minute talk** and a **4-minute Question and Answer (Q & A) session**. Presenters will be given 1 minute grace period to finish the presentation, however, the total time allocated per presentation will remain unchanged. The system will automatically stop all presentations 5 seconds after the grace period and such presentations will not be considered for the award.
- It is recommended that you prepare 10-13 **PowerPoint** slides, including the title page and acknowledgements.
- Presentations on research topics may contain the following aspects: title (1 slide), introduction/ background (1 slide), objectives (1 slide), methodology (1-3 slides), results and discussion (3-4 slides), conclusions (1 slide) and acknowledgements (1 slide).
- Presentations on clinical cases may contain the following aspects: title (1 slide), introduction (Optional, 1 slide), signalment, history and clinical signs (1 slide), diagnostic procedures (1-2 slides), treatment (2-3 slides) outcome (1-2 slides), discussion (1-2 slides) and acknowledgements (1 slide).
- keep the text easy to read and concise (recommended font style – Calibri; minimum font size – 24).
- Please do not use all-capital text, which is difficult to read.
- Please use the **oral presentation template (**available at https://www.slva.org/scientific-sessions-2024) provided by the SLVA Scientific Committee to prepare your presentation.

GUIDELINES FOR MINI-ORAL PRESENTATIONS

- Each **mini-oral presentation** is limited to **4 PowerPoint slides** (including the title slide).
- The presentation will strictly be limited to **3 min.** The system will automatically stop all presentations 5 seconds after 3 min-duration, and such presentations will not be considered for the award. After 5-6 individual presentations, there will be a common 10-12-minute discussion period during which the audience and judges may ask questions directed at a specific presentation.
- Presentations on research topics should contain the following components: Title and authors' names (Slide 1), background and objectives (Slide 2), methods (Slide 3), results and conclusions (Slide 4).
- Presentations on clinical cases should contain the following components: Title and authors' names (Slide 1), signalment, history, and clinical signs (Slide 2), diagnosis and treatment (Slide 3), and outcome and conclusions, if any (Slide 4).
- Funding bodies may be acknowledged on slide 4.
- It should be a clear visual presentation without any voice/video.
- Keep the text easy to read and concise (recommended font style – Calibri; minimum font size – 22).
- Please do not use all-capital text, which is difficult to read.
- Please use the **mini-oral presentation template (**available at SLVA website https://www.slva.org/scientific-sessions-2024) provided by the SLVA Scientific Committee to prepare your presentation.

Scientific Committee – SLVA 2024
July 16, 2024