

35th PGIA Annual Congress
Postgraduate Institute of Agriculture
University of Peradeniya

Guidelines for the Oral Presentation

The 35th PGIA Annual Congress will be held in 2023 at the Auditorium, University of Peradeniya with the participation of the invitees, academic staff, administrative staff, and postgraduate students. The presenters are invited to join the inaugural session (see the congress programme). The following are the guidelines for the technical sessions.

1. Oral Sessions

All the presenters should be seated in the relevant session room at least 10 minutes before the commencement of the session and remain until the end of the session. The allocated time for each presentation is 15 minutes. This includes the Q&A session (Presentation – 12 min + Q & A – 3 min). Upload your presentation to the designated folder prior to the beginning of the session. Your presentation will be evaluated by three (03) judges and chaired by a chairperson who is an expert in the relevant field of research. The respective session coordinator will guide you and provide you with further information in the coming days.

2. Poster Session

All the presenters should be ready with posters in the poster display area at the scheduled time. The allocated time for each presentation is 10 minutes. The session coordinator, Dr. Sewwandi Chandrasekara (sewwandhich@agri.pdn.ac.lk), will guide you and provide you with further information.

Instructions for Preparation of Oral Presentations

When you are preparing your presentation, follow the guidelines given below and refer to the evaluation form (Annex 1).

1. Know Your Audience:

- Understand your audience's background, knowledge, and expectations.
- Tailor your content to be relevant and engaging for your specific audience.

2. Presentation structure:

Introduction (5-10% of total time):

- Welcome and greet the audience.
- Introduce yourself.
- Provide an overview of what your presentation will cover.
- State the purpose or objectives of your presentation.

Background/Context (10-15% of total time):

- Explain the background and context of your topic.
- Important or relevant to research.

Main Content (70-80% of total time):

- Organize the main content into logical sections.

Visual Aids:

- Use visual aids (slides, charts, images) to complement your presentation.
- Ensure your visuals are simple, easy to understand, and enhance your message.

Conclusion (5-10% of total time):

- Summarize the key points.
- Restate the main message and purpose.
- End with a memorable closing statement.

Q&A (10-15% of total time):

- Be prepared to answer questions confidently.
- Set a time limit for Q&A to manage time effectively.

3. Presentation Style and Delivery

Delivery Style:

- Speak clearly and at a moderate pace.
- Maintain good eye contact with the audience.
- Use body language to convey confidence and enthusiasm.

Time Management:

Practice your presentation to ensure it fits within the allotted time. It is recommended that 10 to 15 slides to be included for a presentation of 12 min duration to ensure effective delivery.

Attire and Appearance:

Dress appropriately for the audience and occasion.

Instructions for preparing and presenting Posters

When you are preparing and presenting the posters, follow the guidelines given below and refer to the evaluation form (Annex 2).

- Poster displays are limited to 56" (height) and 36" (width) and in portrait orientation.
- The poster board number assigned to the poster should be indicated in the upper left corner of the poster.
- Include the abstract title, author and coauthor names, institution/s and email address.
- Provide a brief introduction that highlights the research problem or question.
- State the objectives or hypotheses of your research.
- Clearly explain the research methods and techniques used.
- Use visuals, diagrams, or flowcharts to simplify complex methodologies.
- Display your research findings using graphs, tables, or images (use high-resolution photographs).
- Provide clear and easy interpretation.
- Interpret the results and discuss their significance.
- Relate the findings to your research objectives and the broader context of your field.
- Summarize the key takeaways from your research.

- Highlight any implications, applications, or future directions.

Visuals and Graphics:

- Use high-resolution images and clear, legible fonts.
- Avoid clutter and keep text concise.
- Choose a consistent colour scheme that is easy on the eyes.
- Use bullet points, numbering, and headings to make your content more scannable.
- Keep consistent margins, line spacing and shading.
- Keep the colour, style, and thickness of borders the same.

References:

- Cite relevant sources, papers, or studies that informed your research.

Acknowledgements:

- Acknowledge funding sources, collaborators, or institutions that supported your research.

Readability:

- Ensure that text is readable from a distance of about 5 feet (1.5 meters).
- Use a font size of at least 18-24 points for main text.
- Use a readable font style (e.g., Arial, Calibri, Helvetica).

Organization:

- Create a logical flow from one section to another.
- Use headings and subheadings to guide the viewer through your poster.
- Ensure your poster is of high quality when printing. Avoid pixelation or blurriness.
- Double-check for spelling, grammar, and formatting errors.

Time Management:

- Practice your presentation to ensure it fits within the allotted time.

Attire and Appearance:

- Dress appropriately for the audience and occasion.

Session	Theme	Session Coordinator
Oral Session 01 Room: A Time: 10.45 am-12.00 pm	Nutritional and functional properties of food & feed	Name: Mr. Ryan Rienzie Email: ryanrienzie@agri.pdn.ac.lk
Oral Session 02 Room: A Time: 1.15 pm-2.30 pm	Agronomic interventions for better crop production	Name: Mr. Ryan Rienzie Email: ryanrienzie@agri.pdn.ac.lk
Oral Session 03 Room: B Time: 10.45 am-12.00 pm	Agricultural inputs for sustainable crop production	Name: Dr. ERJ Samarakoon Email: rasanjalis@agri.pdn.ac.lk
Oral Session 04 Room: B Time: 1.15 pm-2.30 pm	Technological solutions for efficient resource management	Name: Ms. JMCM Jayasekara Email: chathurikaj@agri.pdn.ac.lk
Oral Session 05 Room: C Time: 10.45 am-12.00pm	Spatial analysis and modeling in agriculture	Name: Dr. Kumudu P. P. Kopiyawattage Email: kumuduk@agri.pdn.ac.lk
Oral Session 06 Room: C Time: 1.15 pm-2.30pm	Society and information technology in food systems	Name: Dr. Yamuna Somaratne Email: yamunas@agri.pdn.ac.lk
Poster Session Time: 12.15 pm- 12.45 pm	Agricultural Inputs and Services	Name: Dr. SS Chandrasekara Email: sewwandhich@agri.pdn.ac.lk