



1 General instructions for all presenters

1.1 Technical programme

The technical programme is organised into a series of sessions linked to the conference themes. The sessions are designed to provide an opportunity for each speaker to present their paper’s research and/or practice contribution, while also providing time for an interactive discussion, chaired by a nominated chairperson. In order that the technical sessions run smoothly, it is important that all speakers and chairpersons adhere to the following guidelines. A copy of the programme will be made available to download from the conference website: <http://pandemic-mhew.org/index.php/symposium-2022>

1.2 Conference registration

Attendance at the conference **will strictly be based on prior registration**. No facilities will be provided to register at the conference venue. All paper authors need to register. Once you register, you will receive the details on how to access the sessions of the symposium during the symposium dates. Details on the attendee registrations and registration fees are available at: <http://pandemic-mhew.org/index.php/register>

- Only 2 (two) presentations will be allowed per registration
- Registration deadline for authors/presenters: 2nd March 2022

By registrations, the registrants will be entitled to the following benefits:

| Physical participants | Virtual Participants |
|---|--|
| <ul style="list-style-type: none"> • Opportunity to present at the symposium and have their abstracts published in the symposium proceedings • Consideration of the extended (paper version) to be published with a SCOPUS indexed journal/special issue • Physically participate to the conference for all sessions including the morning tea, lunch and afternoon tea • Conference pack | <ul style="list-style-type: none"> • Opportunity to present at the symposium and have their abstracts published in the symposium proceedings • Consideration of the extended (paper version) to be published with a SCOPUS indexed journal/special issue • Virtually participate to the conference for all sessions |



1.3 Delivery modality

Due to the current restrictions associated with holding physical events, this international symposium will be held as a **hybrid** event, which means, you can either

- a) present your paper/poster presentation online via the zoom platform or
 - b) present your paper/poster physically at the conference venue
- and
- c) participate to the other conference sessions virtually or physically

You should clearly indicate your modality of participation at the registration, and any change in plans should be clearly communicated to the conference organising committee well in advance.

1.4 Talk details

Talks are presented in English, and we do not have translation facilities. Your presentation duration will be **strictly 10 minutes**. There will be a questions/discussion at the end of each **session**. However, this might vary depending on the number of presentations on the session. Accordingly, your session chairperson will confirm the timing at the beginning of the session.

For poster presenters, your presentation duration will be strictly **2 minutes**. There will be a 'LIVE' questions/discussion at the end of each presentation, in which the review panel will ask questions on your findings.

1.5 Types of participation

Depending on your expectation on the method of joining the conference, you have the options of participation in one of the following 4 modes.

1. **Physically** participating **paper** presenter
2. **Virtually** participating **paper** presenter
3. **Physically** participating **poster** presenter
4. **Virtually** participating **poster** presenter

For all 4 types of participations, below you will find the relevant instructions.



2 Instructions for paper presenters who will be presenting physically at the conference venue

2.1 Registration and participation

Please make sure you are registered to the conference as a presenting author (see section 1.2 for registration information). Failure to do so and failure to confirm your participation may result in not including your abstract in the symposium proceedings.

2.2 Registration at the conference venue

You should check in to the conference venue and confirm your registration at the registration desk at least one hour before your **session** starts. Details on your session and time will be available at <http://pandemic-mhew.org/index.php/programme>

2.3 Preparing your presentation

A presentation template will be made available for the webinar at <http://pandemic-mhew.org/index.php/author-area>. We encourage to use this template for the preparation of your presentation. The recommended software to prepare presentations is MS PowerPoint. Further instructions:

- Please try to adhere to the title page format we have provided to you in the presentation template. Other pages, feel free to customise as you wish. But in the title page, please feel free to include any graphics/images that is relevant to your presentation
- Use the resolution ratio of 16:9 with 1080 p (HD) resolution.
- Allowed minimum text size in a slide is 18 pt.
- Suggested title size is 32 pt.
- Feel free to change the graphical view of the slide as you prefer
- Please try to use clear and high-resolution graphics in your presentations (at least 150 ppi - parts per inch)
- Please make sure the content on your slides is visible.
- **Name of the file: *paperId_Surname.pptx*, (e.g., 63_Silva.pptx)** – Please check your **paperId** from the online program (when it becomes available – see Section1)



2.4 Sharing the presentation with the symposium organizing team

Once you finish preparing your presentation, you are kindly requested to email to denguesymp.sl@gmail.com. Please mention subject of the email as "**paperId_Surname Presentation**", which is similar to your presentation file name. Any queries should be directed to Mr Chameera Randil (chameerarandil@gmail.com) with Cc to denguesymp.sl@gmail.com.

Please send your presentations to the symposium organising committee by **12th March 2022**. We will have it uploaded to the computer/laptop at the session presentation room. It is also recommended to share a PDF version of your presentation as well with the organising team. This is in case there are any contingencies.

3 Instructions for paper presenters who will be presenting VIRTUALLY

3.1 Registration and participation

Please make sure you are registered to the conference as a presenting author (see section 1.2 for registration information). Failure to do so and failure to confirm your participation may result in not including your abstract in the symposium proceedings.

All the virtual sessions will be conducted through Zoom platform. Further instructions on joining to the symposium (such as joining links) will be sent to you after you confirm your registration.

3.2 Preparing your presentation-video

In order to minimize the chance of any disruption and ensure the programme runs smoothly, as a virtual presenter, you are required to **prepare a video recording** of your presentation and share it with the symposium organising committee to denguesymp.sl@gmail.com by **9th of March 2022**. Failure to submit your video recording by this date may result in your paper being removed from the session.

In your session, the **organising committee will play the video for you**. However, **you must also be present** in the session and **be available for the Q&A session** after your presentation. Presenting authors are required to login to their session (i.e. the session that contains your talk) **15 minutes ahead of the session start** to confirm their availability. If you are not available in time, your presentation will be removed from the session. **Please have a look at the video preparation guideline section for further details in preparing and submitting your presentation to the symposium organising committee.**



3.3 Virtual background and the presentation template

A virtual background and a presentation template will be made available for the symposium at <http://pandemic-mhew.org/index.php/author-area>. We encourage to use this template for the preparation of your presentations and to use the virtual background via the zoom platform at the time of your presence.

3.4 Requirements

- Laptop with headset/ Desktop with Webcam and Microphone/headset
- Updated zoom desktop client (recommended)
- Virus protection should be paused/disabled before the start to prevent it blocking the webcam
- Bright and calm environment with a professional background

3.5 Video preparation guide

- Duration of video presentation: **10 minutes** (anything longer may be get deleted).
- Audio and Video Quality: Please double check the quality and the duration of your video files before submitting, i.e., audio should be clear, free of background noise and audible.
- Please make sure the content on your slides is visible. You may use the presentation template provided at <http://pandemic-mhew.org/index.php/author-area> to put your content into. We encourage you to use it.
- **Name of the video file: *paperId_Surname.mp4*, (e.g., *63_Silva.mp4*)** – Please check your **paperId** from the online program (when it becomes available – see Section1)
- You can use either Zoom or MS PowerPoint to record your presentation. Please refer to the guides given below.

3.5.1 Recording a Zoom based presentation

1. If you have created a Zoom account (including the free version) using <https://zoom.us/> you can simply start a Zoom meeting and record the meeting to your hard drive of the computer.
2. The free account that you create can record up to 40 minutes, which will be more than sufficient for the purposes of the conference presentation recording.



3. The basic recording process is as follows:

- i. Schedule and start a new Zoom meeting.
- ii. "Exit Full Screen" if the meeting window has covered your whole screen by default by clicking the drop-down menu on the top right-hand corner.
- iii. As you already do with other similar kind of presentations, you are kindly requested to use the slides prepared using the MS PowerPoint software for the presentations and open it.
- iv. In the Zoom toolbar, click the 'Share Screen' option and select the 'PowerPoint window' and make them visible during the presentation.
- v. Click 'Record' in Zoom (it may be under the "More" button). You can also start recording by using the Alt+R combination on your keyboard.
- vi. The recording will begin immediately. Then speak your presentation. When you are done, click the 'Stop Recording' button, or the Alt+R key combination again.
- vii. End your meeting.
- viii. Wait for the recording to be processed. It will be saved on your computer, and Zoom will open the folder with the recording. (Note: we encourage you to use the virtual background while you record your presentation)

4. Saving your presentation

- i. It is compulsory to **save your recorded video presentation in the MP4 format**.
- ii. Please name your saved file using your respective Paper ID before sending.

3.5.2 Recording a MS PowerPoint based presentation

- Another very convenient way for you to record your presentation would be to do audio narration over PowerPoint. Please refer <https://telsupport.brookes.ac.uk/articles/how-do-i-record-voice-over-in-powerpoint/> for instructions and export as an mp4 file format.
- If the file size for the video is large (e.g., more than 100 MB), compression may be required. The video transcoder "Handbreak" (free) can be used to compress the large files into smaller files.

3.6 Sharing the presentation with the webinar organizing team

Once you finish recording your video presentation, you are kindly requested to email to denguesymp.sl@gmail.com. Please mention subject of the email as "**paperId_Surname.mp4**", which is similar to your video file name. Any queries should be directed to **Mr Chameera Randil** (chameerarandil@gmail.com). The deadline to send the video is **9th March 2022**.



4 Instructions for poster presenters who will be presenting physically at the conference venue

4.1 Registration and participation

Please make sure you are registered to the conference as a poster presenting author (see section 1.2 for registration information). Failure to do so and failure to confirm your participation may result in not including your abstract in the symposium proceedings.

4.2 Registration at the conference venue

You should check in to the conference venue and confirm your registration at the registration desk at least one hour before your **session** starts. Details on your session and time are available at <http://pandemic-mhew.org/index.php/programme>

4.3 Preparing your poster

- Size: X banner size: 24" x 60"
- Background colour: #f1f1f2 (5%K only in CMYK)
- Font: Segoe UI
- Resolution 300 ppi
- Colour scheme: CMYK
- Title size: 1.125" height of an English capital letter in the printed version (around 120 pt in 300 ppi CMYK)
- Subtitle size: 0.5" height of an English capital letter in the printed version (around 50 pt in 300 ppi CMYK)
- Subtitle 2 size: 0.375" height of an English capital letter in the printed version (around 36 pt in 300 ppi CMYK)
- Text size: version (around 36 pt in 300 ppi CMYK) You have the freedom to select as appropriate. However, this should be readable from a distance
- Picture resolution: Please try to use as much as high quality pictures (at least 144 dpi)
- The images/graphs and the text in your banner should be very clear. Please do not 'flood' it with too much text.
- Header and Footer: A footer and a header for all posters should be inserted, which are available in <http://pandemic-mhew.org/index.php/author-area>.



- The final look and the graphics/layouts should be checked and confirmed by the symposium organising committee prior to the submission. For this purpose, you can email your designs to Mr Chameera Randil (chameerandil@gmail.com) and get his support.
- Recommended software: MS PowerPoint, Adobe software such as Illustrator, Photoshop etc, or freeware such as GIMP.

4.4 Saving and sharing your poster

- You must save your poster as a pdf file, and it should be renamed as **paperId_Surname.pdf**, (e.g., **63_Silva.pdf**) – Please check your **paperId** from the online program (when it becomes available – see Section1)
- You must share your finalised poster with the symposium organising committee via denguesymp.sl@gmail.com on or before **9th March 2022**. Failure to do so may result in not having your poster in a poster session.

4.5 Printing and displaying your poster

- You can print your own poster, bring to the conference venue and hand it over to the symposium organising team by 15th March noon (12 pm), as all posters should be displayed throughout both of the symposium dates. The organising committee will stick the poster to the designated place in the presenting venue, and you will be presenting standing next to the poster. Please note that no monetary provision will be provided to print the poster and it will be at your cost.
- Notes while printing:
 - Type of print: flex printing (usually available at digital printing shops)
 - No need to attach fixing rings in the corners of the poster
- Provision of printing facilities from the organising committee
 - If required, the organising committee can do the printing for you. In that case, you should share the finalised poster with Ms. Nadeeka Leeniyagoda from Aitken Spence Travels, who is the facilitating partner of the event. Her details are mentioned below.
 - Please share the finalised poster on or before **9th March 2022 with Ms Nadeeka**.
 - The cost of printing the poster will be **2000 LKR or 10 USDs**. This amount should be paid to the facilitating partner.

Ms. Nadeeka Leeniyagoda

Manager

Aitken Spence Travels (Pvt) Ltd.

T: (+94)112 499 578 |M: (+94)773 416 665



Email: nadeeka@aitkenspence.lk
No 315, Vauxhall Street, Colombo 02, Sri Lanka
www.aitkenspenceconventions.com / www.aitkenspencetravels.com

- Point of collection for posters: Please contact Ms. Nadeeka for details.

5 Instructions for poster presenters who will be presenting *VIRTUALLY*

5.1 Registration and participation

Please make sure you are registered to the conference as a poster presenting author (see section 1.2 for registration information). Failure to do so and failure to confirm your participation may result in not including your abstract in the symposium proceedings.

5.2 Preparing your poster

- Size: X banner size: 24" x 60"
- Background colour: #f1f1f2 (5%K only in CMYK)
- Font: Segoe UI
- Resolution 300 ppi
- Colour scheme: CMYK
- Title size: 1.125" height of an English capital letter in the printed version (around 120 pt in 300 ppi CMYK)
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- Header and Footer: A footer and a header for all posters should be inserted, which are available in <http://pandemic-mhew.org/index.php/author-area>.
- The final look and the graphics/layouts should be checked and confirmed by the symposium organising committee prior to the submission. For this purpose, you can email your designs to Mr Chameera Randil (chameerarandil@gmail.com) and get his support.



- Recommended software: MS PowerPoint, Adobe software such as Illustrator, Photoshop etc, or freeware such as GIMP.

5.3 Saving and sharing your poster

- You must save your poster as a pdf file, and it should be renamed as ***paperId_Surname.pdf***, (e.g., ***63_Silva.pdf***) – Please check your **paperId** from the online program (when it becomes available – see Section1)
- You must share your finalised poster with the symposium organising committee via denguesymp.sl@gmail.com on or before **9th March 2022**. Failure to do so may result in not having your poster in a poster session.

5.4 Printing and displaying your poster

- The organising committee of the symposium will print the poster and display at the conference venue. An additional cost will be charged from you for printing, which should be paid to Ms. Nadeeka Leeniyagoda from Aitken Spence Travels, who is the facilitating partner of the event. Her details are mentioned below.
 - The cost of printing the poster will be **2000 LKR or 10 USDs**. This amount should be paid to the facilitating partner.
 - Please share the finalised poster on or before **9th March 2022 with Ms Nadeeka**.
 - Ms. Nadeeka Leeniyagoda's details:
Manager
Aitken Spence Travels (Pvt) Ltd.
T: (+94)112 499 578 |M: (+94)773 416 665
Email: nadeeka@aitkenspence.lk
No 315, Vauxhall Street, Colombo 02, Sri Lanka
www.aitkenspenceconventions.com / www.aitkenspencetravels.com

5.5 Presentation of your poster

- All virtual presenters must present their posters 'LIVE' and should participate to the discussion in the end of each presentation.
- A special zoom meeting will be arranged for this purpose, and you will be doing a live speech/presentation on your poster for a duration of **2 minutes (strictly)**.
- The conference organising committee will make sure that when you are presenting, the review panel is standing next to the printed version of your poster, as well as to the presenting device in which your Zoom-virtual presentation will be displayed.