



Young Graduates' Forum (YGF) Guidelines for Oral Presentations (Physical Participation)



All presenters participating in the **Young Graduates' Forum (YGF)** are requested to follow the guidelines below to ensure a smooth and well-organized technical session.

1. Presentation Duration

- Each presenter will be allocated **10 minutes** for the oral presentation.
- Please manage your presentation time carefully. Session Chairs will strictly adhere to the allocated presentation time.
- A **5-minute Question & Answer (Q&A) session** will be conducted.
- Presenters are requested to remain in the whole session.

2. Presentation Content

The presentation should be well organized and include:

- Introduction
- Objectives
- Methodology
- Key Results
- Conclusions
- Recommendations (where applicable)

Presenters are encouraged to highlight the significance and practical applications of their research while focusing on the key findings.

3. Presentation Preparation

- Prepare your presentation using **Microsoft PowerPoint (2016 or later)**.
- Use the **official YGF PowerPoint template** provided by the organizers.
- Use the **16:9 widescreen** slide format.
- Ensure that all text, tables, figures, and graphs are clear and readable.
- Avoid overcrowding slides with excessive text.
- Use high-quality images and graphics where appropriate.
-

File name format:

Abstract ID_Presenter Name_Department Name

Example: 2026_01_Sumali Fernando_Food Science and Technology.pptx

4. Presentation Submission

- **Submission deadline: 25th August 2026**
- Upload the **PowerPoint presentation** to the **Google Drive link provided below** on or before the submission deadline.

[https://drive.google.com/drive/folders/1dLsCYt1mkG-jL2E8H-ovqzYGGH97y12k?usp=drive link](https://drive.google.com/drive/folders/1dLsCYt1mkG-jL2E8H-ovqzYGGH97y12k?usp=drive_link)

- Please ensure that the uploaded presentation is the **final version**.
- Presenters are also advised to bring a **backup copy** of the presentation on a USB flash drive.

5. Presentation Session

- A laptop, LCD projector, and laser pointer will be available in the presentation room.
- Presenters should report to the assigned session room **at least 15 minutes before** the session begins.
- Please test your presentation before the session starts.
- Technical assistance will be available if required.