

IRS

Guidelines for Preparing PPT and Video Presentation SRI PALEE CAMPUS, UNIVERSITY OF COLOMBO

1). Main Format

PPT format should be included following components

- ✓ Introduction/Overview
- ✓ Theoretical Framework/Research Questions
- ✓ Methodology/Case Selection
- ✓ Literature Review (Briefly)
- ✓ Analysis
- ✓ Discussion of Data/Results
- ✓ Conclusion
- ✓ Recommendations/ Further development

2). General guide lines for preparing for PPT

2. 1). Text

- ✓ Where possible, include a heading/ sub heading for each slide
- ✓ Use bulleted points and avoid long sentences (it is often suggested that you include no more than 6 lines per slide or 6 words per line)
- ✓ Font size: 30 - 48 point for titles, 24 - 28 for text
- ✓ Avoid all capital letters
- ✓ Proofread carefully for spelling and grammar

2.2). Figures and Images

- ✓ Ensure images are clear and relevant
- ✓ Label all figures and tables
- ✓ Put units beside numbers on graphs and charts
- ✓ Embrace empty space
- ✓ Use vertical and horizontal guide markers to consistently align elements

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2. 3). General Design Principles

- ✓ Avoid too many colors, clutter or fancy visual effects
- ✓ Use high contrast to ensure visibility: e.g. Black text on white background or black on light blue
- ✓ Maintain consistency of the same elements on a slide (colors, fonts, styles, placement etc.).
- ✓ Edit entire slide deck to ensure organization is logical and design is consistent

3). Technical guidelines for video presentation

- ✓ Presentation format : 16:9
- ✓ File type : mp4 (H.264)
- ✓ Duration: 15 Minutes
- ✓ File Size : 200 MB (Maximum)
- ✓ Audio : use Headset mic for hands free mic
- ✓ Should be appearing presenter in the top of the right side.

A sample video and presentation temple link will be attached herewith.

https://www.youtube.com/watch?v=HaCjx-_IKdl