



NPAIRC | International Research Conference **2026** | National Police Academy Sri Lanka

Guidelines for Oral Presentation

1. The time allocated for your presentation is 12 minutes followed by a 3-minute question and answer session (Presentation time limits may vary based on track preferences).
2. The presentation should be prepared in **.ppt/.pptx** format only.
3. Please note that the presentation should be in English or Sinhala.
4. The presentation should be made according to the given template.
<https://npa.gov.lk-presentation.php>
5. Pay attention to the color of your text to achieve good contrast and allow for easier reading.
6. Photographs and videos should be of adequate resolution, follow the topic of the slide, and help illustrate what you are presenting.
7. The use of company logos or trade names should be avoided on any audio-video aid that is used in your presentation.
8. Heading should be 24 pt, Sub Headings 20 pt and Body 18 pt.
9. Presenters are advised to keep a backup copy of their final presentation on a USB drive or other appropriate storage device.

General Guidelines

1. You are expected to be in the venue 15 minutes before the scheduled commencement of the session. The schedule and venue for your presentation can be found in the programme book available on the National Police Academy website. If you require further information, please contact the relevant Track Co-chair.
2. **You should provide an electronic copy of your ppt presentation to track co-chairs by 24th August 2026 by uploading the ppt to CMT or be send to ...email... . Track Co-Chairs will liaise with you in this regard.**
3. At the end of each session a **Best Presenter** for the respective session will be chosen. All presentations will be evaluated by a panel of judges by using a criterion recommended by the respective tracks. The judge's decision will be final, and no clarification will be given.
4. The presentation should be clear, concise, and directly relevant to the submitted research paper/abstract.
5. Presenters should strictly adhere to the allocated presentation time. The session chair may intervene if the presentation exceeds the allocated time.