



**The 20th International Conference on
Business Management (ICBM) - 2024**
Faculty of Management Studies and Commerce
(FMSC)
University of Sri Jayewardenepura (USJ)



Oral Presentation Guide

1. Introduction

The forthcoming ICBM 2024 conference will be held in a physical mode, requiring at least one presenter to be physically present for the entire session to actively participate in discussions.

Papers will be assembled into sessions based on certain themes, with each session hosted at a different location on the faculty grounds. Session chairs will oversee the coordination of each session. All registered attendees will be able to participate in all technical sessions and transition between them at their discretion. Following the presentations, a dedicated time frame will be allotted for questions and discussions.

2. Presentation format

Your oral presentations will be in English and cover the same material as your research paper. Paper presenter(s) will have **10 minutes for the presentation and 05 minutes for the discussion. Please strictly adhere to the time constraints** and present your research paper during the allotted time slot in the session schedule which will be given to you in due course. Your presentation should COVER the following areas,

1. Research Topic, Name of the Author, Affiliation, and Email on the first slide
2. Introduction/Background of the study
3. Research problem/Questions/Objectives/Hypotheses
4. Review of literature
5. Methodology
6. Findings
7. Discussion
8. Theoretical and practical implications of the study
9. Conclusion

Make sure to prepare your presentation **only with MS PowerPoint using the template attached** herewith (https://docs.google.com/presentation/d/1gQC-4N2cpO6eje3S42WB-iDJf1vwsCKV/edit?usp=drive_link&oid=118072873409356469669&rtpof=true&sd=true).

Please go through the attached document guide for presenters. Be sure your visuals are clear and legible. Please name the PowerPoint slides using the paper ID and surname of the first author (Ex: 001_Alwis) and upload your presentation slides **on or before 10th February 2024** to the <https://forms.gle/L3DUDGukBtV8w3VC9>.

3. Physical Presentation

Please pay attention to the following guidelines and requirements.

- Please make sure to bring your PowerPoint presentation in a pen drive on the day of the presentation (29th February 2024). However, presenters are also required to share the PowerPoint presentation in advance. (<https://forms.gle/L3DUDGukBtV8w3VC9>)
- Each session room is equipped with laptop computers running Windows and Microsoft Office and a multimedia projector.
- Arrive at your respective session room 15 minutes before the start of your session to introduce yourself to the session chairs and the convener.
- The best research paper from each session will be selected based on criteria and awarded a certificate. Thus, authors are encouraged and requested to stay till the end of the day's proceedings. The best paper will be awarded at the end of the Main Conference, which will be held on 29th February 2024 at the University premises.
- Please make sure to provide evidence of your payment to the staff at the Registration Desk on the day of the conference.