

Keynote Speaker Guidelines

The organisers look forward to welcoming you to the conference. In order to ensure the smooth running of the conference, please read the following guidelines. If you have any questions, do not hesitate to contact Dr Nuwan Dias (n.dias@hud.ac.uk).

1. Introduction

Before your presentation, you will be introduced by the Session Chairperson. Please see below for the allocated Session Chairperson for your keynote session:

Timing of Session	Session Chair person	Keynote Speakers
14th December, Monday from 14.15 – 14.45 IST	Professor Richard Haigh	Dr Srinivasa Kumar Tummala
15th December 2020, Tuesday from 13.30 – 14.30 IST	Dr Senaka Basnayake	Dr Ananda Mallawatantri Dr Harkunti Pertiwi Rahayu
16th December 2020, Wednesday from 13.30 – 14.00	Dr Chandana Siriwardana	Professor Priyan Dias

Please meet your Session Chairperson (online) before the start of your key note. You are required to login to the relevant meeting room 15 minutes ahead of the session start.

2. Your presentation

Each keynote speaker has been allocated **20 minutes** for their keynote address, and further 10 minutes for questions & answers, changeover, and announcements.

Presentations must be on PowerPoint files (*.ppt or *.pptx), suitable for use with the Windows OS. It is recommended that you avoid using embedded files such as audio or video. You will be delivering your session live, via the symposium online (zoom) platform, however, please have your presentation sent to the symposium technical team by 11th December 2020 via mhew2020@gmail.com. Please register here for this purpose: http://cabaret.buildresilience.org/2020_Symposium/registration.html

A technical support person will be available online throughout the session to assist you.

3. Keynote synopsis/key note papers

Keynote synopses are included within the published book of abstracts.

4. Virtual background

Please find the virtual background for the symposium at http://cabaret.buildresilience.org/2020_Symposium/Sessions_media/KeynoteVB.zip. We encourage to use this virtual background via the zoom platform at the time of your speech.

The Organising Committee would like to wish you a memorable and enjoyable Conference.