



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 Professor Richard Haigh (r.haigh@hud.ac.uk).

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
17 th March 2020 8.30 – 10.00	Professor Richard Haigh	Dr Srinivasa Kumar Tummala Dr Harkunti Pertiwi Rahayu
18 th March 2020 8.30 – 10.00	Professor Dilanthi Amaratunga	Professor Priyan Dias Dr Ananda Mallawatantri

Please meet your Session Chairperson in the front of the conference room **15 minutes** before the start of your session. Please be seated in the front rows of the conference room.

All keynote addresses will be delivered in Ivy Room.

Oral presentations

Each keynote speaker has been allocated **30 minutes** for their keynote address. If the time permits, there will also be opportunities 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.

Technical Equipment

- A data projector and computer (running Windows) will be available during the session.
- Speakers may not use their own computers for the session. This is to guarantee that your presentation runs smoothly during the conference.
- Files must be uploaded in the main room before the oral session.

- Please provide your presentation(s) to the conference technical director, Dr Nuwna Dias (n.dias@hud.ac.uk) on memory stick. Please ensure the media contains only the final version of your presentation.
- A technical support person will be available throughout the session to assist you in the use of equipment.

Keynote synopsis/key note papers

- Keynote synopses are included within the published book of abstracts.

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