



Theveli International Conference Presentation Guideline

Research Development Office
The Maldives National University

1 Oral Presentation Guideline for Theveli International Conference

These guidelines will help you prepare and deliver your presentation effectively. Please follow them carefully to ensure a smooth and professional experience.

1.1 Presentation Duration

- Presentation time: 10 minutes
- Question & Answer session: 5 minutes

1.2 Number of Presenters

- If a paper has multiple authors, a maximum of TWO authors may present it.

1.3 Presenter Details

- If the paper has multiple authors, the details of the designated presenter(s) must be provided at the time of presentation submission.
- Presenter details must appear on the first slide, following the presentation template available on the website.
- Required presenter details include:
 - ✓ Title and Full Name (exactly as the presenter wishes it to appear on the certificate).

1.4 Certificate Information

- The title and full name on the e-certificate will be generated exactly as submitted during registration.
- Requests to change the title or name after the e-certificate has been issued will require additional processing time and may result in delays before a revised certificate is issued.

1.5 File Naming Convention

- Presentations should be labeled using the following format:
 - ✓ “Theveli Abstract ID - Author Name”
 - ✓ Example:
182 - Aminath Abdulla

1.6 Submission Requirements

- Presenters must submit their presentations to theveli@mnu.edu.mv by the given deadline.
- All presentations must be sent to the above e-mail with the subject line as follows:
 - ✓ Theveli OR Student Symposium - Abstract ID - Presenter’s Name
 - ✓ Example:
Student Symposium – 182 - Aminath Abdulla
Theveli - 182 - Aminath Abdulla
- Accepted formats:
 - ✓ PPT format (template provided)
 - ✓ PDF format
- Alterations or resubmissions of different versions submitted at the last minute or only a few hours before the scheduled presentation **will not be accommodated**.

2 Use of Audio-Visuals in Presentations

- Presenters are welcome to include video or audio clips in their presentations. However, these must strictly comply with the oral presentation time limit (Refer to the point 1.1).

- In such cases, presenters are required to submit all audio-visual files together with the final PowerPoint (PPT) in advance.
- Last-minute submissions including files sent a few hours before the scheduled presentation will not be accommodated, and the necessary arrangements cannot be made.
- Presenters are also required to bring a copy of their audio-visual files on a flash drive as a backup.
- Pre-recorded video presentations cannot be displayed in the conference rooms as live conference presentations.

3 Oral Presentation Room Facilities

Each room will be equipped with:

- Mic
- Pointer
- Projector
- Speaker

4 Room Readiness and Presentation Check-In

- All presenters are expected to be present at the venue before their scheduled session.
- All presenters must preview and check their presentations prior to their sessions.
- If presenters have made any changes to the previously submitted presentation, they must bring a copy of the updated file to the presentation venue.
- Multimedia personnel will assist in ensuring that presentations are properly set up in the session room.

Last Updated: For Theveli International Conference 2026