

Oral Presentation Guidelines

Timing of oral presentation

- 8 minutes to present
- 5 minutes for Q&A

Submitting your presentation

- Submitting on-site
 - All speakers should check in at the registration booth and upload the presentation on the provided laptop. (Person in charge: Dr Hetal Mavani 012-7718059)
 - Please identify your presentation according to your presentation ID_fullname. E.g: O20_SyedMohtarAbdullah
 - PIC will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary.
- Reviewing your presentation
 - Please make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly.
 - Apple Mac computers will not be provided in any of the session rooms. If your presentation is created in Apple's "Keynote" presentation software, please save your presentation in PDF format. Mac Users working in PowerPoint are advised to use True-Type fonts whenever possible to avoid formatting issues when viewing on a PC.

During presentation

- Presentation time will be emailed separately 2 weeks before the event.
- Please ensure that you arrive in the meeting room at least 30 minutes prior to the start of your session.
- Once the presentation is launched, the speaker will be able to control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard. PIC will be available to assist with any needs.

Computer equipment

- Verification of proper performance in the meeting rooms is essential, particularly if video and animation is included in the presentation. Please note that Internet access will be available during your presentation.
- All electronic files must be submitted upon registration using one of the formats listed below:
 - PowerPoint pptx
 - PDF Reader: Adobe Acrobat DC
- The preferred aspect ratio of presentation is 16:9 format.
- It is recommended that where possible, any necessary video or audio files should be embedded in your PowerPoint file.
- Apple Mac Users working in PowerPoint are advised to use True-Type fonts whenever possible. Also, please bring a copy of your presentation in PDF format.
- Even if you have submitted your presentation in advance, please plan to bring the latest version of your presentation to the meeting on one of the following media types as a safety backup for your presentation.
 - USB Flash Drive or Hard Drive (any brand that does not require drivers)
 - SD Memory Card

Oral (Online) Presentation Guidelines

Timing of oral presentation

- 8 minutes pre-recorded video
- 3 minutes for Q&A

Person in charge:

Dr Beh Yew Hin	Ph: 012-501 9511	email: iadrmalsec.abstracts@gmail.com
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General presentation guidelines

- The meeting will be held through the Zoom platform.
- The presenters should prepare a **8-minute pre-recorded** presentation. This can be done using Powerpoint, Microsoft Teams, Zoom platform, screen recording for Mac or any methods you are comfortable with.
- **The pre-recorded presentation must include a window box with the speaking presenter.** You can refer to this link on how to do a pre-recorded presentation using powerpoint: [How to RECORD a PowerPoint Presentation with AUDIO and VIDEO](#)
- The resolution of the video should be of high definition (720p or 1080p).
- The video should be saved as MP4 or another common file format which can be opened on Windows or Mac.
- Upload the video file on Google Drive and share the video link to the person-in-charge. Name your video according to your presentation number and presenter name eg: **PG60 - Dr Abdul Karim.**
- The presenter should be available online throughout the presentation for the Q & A session.
- Each presenter will be allocated 13 minutes – 8 minutes for presentation and 3 minutes for Question and Answer.

Before the event:

- All presenters must attend a test run session which will be informed to you closer to the date.

During the event:

- All presenters must ensure that they join their specific breakout rooms at least 10 minutes **BEFORE** your allocated session.
 - 11:20 am for the morning session
 - 1:50 pm for the afternoon session
- On the zoom platform - you are required to use the same email that you have registered on Microsoft CMT and rename your Zoom name according to your presentation ID - Name (E.g: **PG60 - Dr Abdul Karim**)
- The presenters are responsible to ensure that their device meets the system requirements together with a strong internet connection, for running an online live presentation.
- The presenters will be asked to share their screen and control the flow of the presentation themselves.
- You are encouraged to turn on your camera during your presentation and during the Q&A session. Keep your microphone muted when you are not speaking.
- You are advised to use the attached virtual background (provided later) during your presentation.
 1. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual backgrounds feature.
 2. Download the image and save it to your Zoom background options.
 3. Make sure the "mirror my video" is un-checked in your Zoom background and filters settings.
- When it is time for your presentation, you will be introduced by the moderator. You will share your pre-recorded presentation directly from your computer using the platform screen share feature.
- Transitions between presentations will be coordinated by the moderator to keep the session on time. In no case will a presentation go beyond its allotted time. Any presenters

going over time limits will have Q&A periods curtailed. The moderator, however, will be flexible if technical problems occur.

- If technical assistance is needed during the session, please notify the technical person in charge.

Poster Presentation Guidelines

Poster display

- Poster must be in the following format: portrait A0 size (90cm width x 120cm height)
- The title should match your submitted abstract. Minimum font size of 65-72 point is recommended.
- Lettering: the poster should be readable from a distance of about 2 metres. Minimum font size of 24-32 single spaced is recommended. Please ensure that you have a label for each graph and table.
- List the principal author first and underline the author who will be presenting.
- The poster should provide adequate information to convey key points clearly.
- Participants are responsible for printing of posters and to put up the posters on the designated panel at the exhibition area. Display boards and fixing tape (push pins, tape or Velcro) for posters will be available at the exhibition area.
- Posters are to be put up at the designated poster panels near the poster hall between 7.30-8.30 am 9th September 2023.
- Poster board will be numbered as follows: PosterPG1-15,PosterUG1-9. Presentation time will be emailed separately 2 weeks before the event.
- Poster must be displayed for the whole duration of the scientific meeting and dismantled 5-6 pm. The organizer will not be responsible for posters which have not been dismantled by 6 pm.
- A person in charge will be on site throughout the day to help participants with any enquiries (Dr Putri Ayu Jayusman 012-7939629).

Timing of poster presentation

- 8 minutes to present
- 5 minutes for Q&A
- Remarks:
 - Sound 1 bell ring –at 6 minutes
 - Sound 2 bell ring –at 8 minutes (end of presentation)
 - Sound 3rd bell ring – times up at 13 minutes (end of session)
- Poster presenters are required to stand by the poster during the scheduled poster session to answer questions from attendees
- Presenters who have not placed their poster(s) on their assigned board at least 60 minutes prior to the start of the poster session, and for the duration of the poster session, will be considered a "no show".