

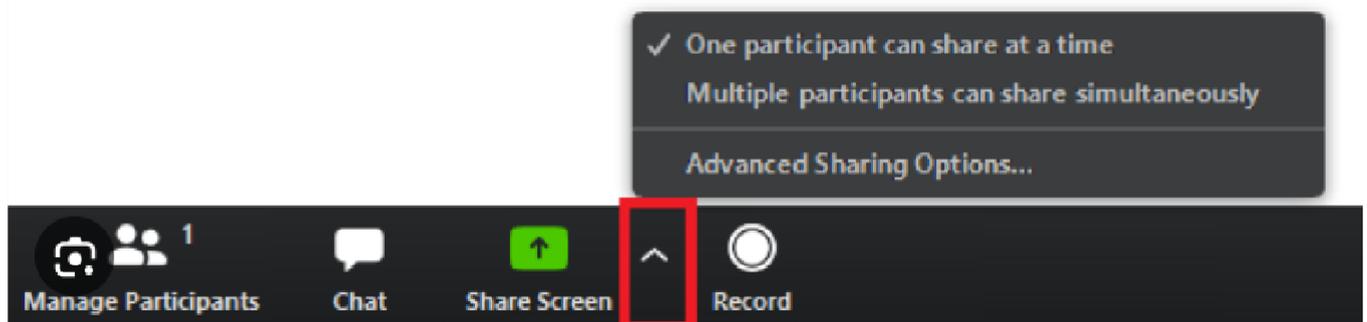
Instructions for Plenary, Invited, Oral, Poster Presenters & Young Researchers

GENERAL GUIDELINES

- Presentation Duration and Slot:
 - Plenary: 1 hour** (including question and answer session).
 - Keynote: 20 minutes** (live oral presentation) + **10 minutes** (question and answer).
 - Invited: 15 minutes** (live oral presentation) + **5 minutes** (question and answer).
 - Oral & Young Researcher: 12 minutes** (live oral presentation) + **3 minutes** (question and answer).
 - Poster: 7 minutes** (poster presentation) + **3 minutes** (question and answer).
- Please keep the presentation within the allocated time.
- All plenary, keynote, invited, oral and young researcher speakers are required to attend the **Zoom Session** as designated to them.
- All poster presenters are required to attend **Zoom Expo** for the Poster Presentation.
- All participants or audiences are welcomed to join the **Expo** for Poster Presentation, or any of the **Session** for Plenary, Keynote, Invited, Oral and Young Researchers Presentation.
- You can make an oral presentation using any suitable presentation tool such as Microsoft PowerPoint, Canva, or Prezi.
- To ensure the smoothness of the presentation session, all participants are encouraged to send a soft copy of their presentation slides to enable the AFOBMCIS 2023 committee to display them on behalf of the presenter, in case there is any difficulty for the presenter side to share the slide on the event day.
- The e-poster **must be submitted latest by 14th September 2023 (Thursday)** via https://docs.google.com/forms/d/e/1FAIpQLSf9C35ggMwCTM1sv3o-GGGFyrBL5i8kZvbg_YYWSyj4JcCmQQ/viewform
- The oral presentation slides submission is optional, can be submitted latest by **15th September 2023 (Friday)** via https://docs.google.com/forms/d/e/1FAIpQLSf9C35ggMwCTM1sv3o-GGGFyrBL5i8kZvbg_YYWSyj4JcCmQQ/viewform

- We strongly encourage all presenters to do self-rehearsal using the ZOOM platform before the event.
- During the oral presentation session, the **Session Chair** will invite presenters according to the program schedule and the presenters will be allowed by the host to share their slides

using the “Share Screen” icon in ZOOM.



- When sharing the screen in ZOOM, please ensure that the presentation slides are displayed in full-screen mode.
- In case of any problems, please contact the technical team via Zoom chat. Technical team members can be identified by (TECH) designation.

ZOOM MEETING

- All presenters should be signed in to the invited ZOOM sessions **15 minutes** before the time of the presentation as indicated in the Presentation Schedule with cameras ON.
- Speakers can engage in a brief conversation with the technical crew to address any technical problems or interact with fellow presenters in the same session before it commences.
- Participants are also required to use the ZOOM virtual background prepared by the AFOBMCIS 2023 committee throughout the Conference.

Instructions for Poster Presenters

GENERAL GUIDELINES FOR E-POSTER PRESENTATION

- Abstracts accepted for electronic poster (e-poster) will require the presenter to submit:
 - a) e-poster (PowerPoint format).
- **Poster Session 18th and 19th September 2023, Malaysia Time Zone**
 - 18th September 2023: 10.00 – 10.25am
 - 19th September 2023: 10.30 – 10.55am
- For **Poster schedules**, Day 1 has 3 booths while Day 2 has 2 booths.

18th September 2023 | Booth 1, Booth 2 & Booth 3

19th September 2023 | Booth 1 & Booth 2

- All poster presenters are required to attend **Zoom Expo** and enter the **Booth** as designated to them.

E-POSTER PREPARATION USING MS POWERPOINT

The e-poster should be a clear visual presentation based on the submitted abstract. The format of the e-poster is as follows:

Title of the Poster

- The title of the e-poster should be the same as the title of the submitted abstract.

E-poster format

- The e-poster must be submitted in **PowerPoint format** (.pptx).
- The e-poster orientation should be displayed as a **Portrait**.
- Text and presentation should be in **ENGLISH** only.
- The top of the e-poster should display, the following information: '**Title of the Paper**', '**Name(s) of the Author(s)**' and '**Affiliation(s)**'.

Content & Illustration of the e-poster

- The e-poster should have a clear message that is easy to read and concise, a logical layout and can be easily comprehended.
- The e-poster is recommended (but is not limited) to consist of the following sections:
 - ✓ Introduction / Background
 - ✓ Objectives
 - ✓ Methodology
 - ✓ Results and Discussion
 - ✓ Conclusions
 - ✓ Acknowledgements (if any)
- Colorful charts and graphs are the easiest to read.
- Self-explanatory illustrations should be used instead of text whenever possible.
- Illustrations are the most important part of the e-poster and will attract the most attention. This is up to each individual's creativity.