

## GUIDELINES FOR ORAL PRESENTATION

1. The time allocated for your presentation is as follows. We would really appreciate it if you could adhere strictly to the time allocated to avoid upsetting the scientific programme.
  - a. JACK CANNON and PLENARY SPEAKER – 45-minutes with no Q&A session. You will hear a bell at the “40-minute” mark to notify that there is only five minutes left for presentation and “45-minute” mark to signal that time is up.
  - b. INVITED SPEAKER – 25-minute presentation and 5-minute Q&A session. You will hear a bell at the “20-minute” mark to notify that there is only five minutes left for presentation, “25-minute” mark to signal the end of presentation time and “30-minute” mark to signal that time is up.
  - c. SPEAKER FOR ORAL PRESENTATION – 10-minute presentation and 5-minute Q&A session. You will hear a bell at the “8-minute” mark to notify that there is only two minutes left for presentation, “10-minute” mark to signal the end of presentation time and “15-minute” mark to signal that time is up.
2. An LCD projector (using Microsoft Powerpoint 2010/ XP/2000/98) shall be provided to facilitate your presentation.
3. We would like to suggest that you use sufficiently large fonts and legible typefaces to enable participants to read the presentation. Do not cram too much information into each slide.
4. Please kindly submit your virus-free thumb-drive or CD to the ICNP2014 Secretariat at the Slide Preview Area at least two (2) hours before the time scheduled for your presentation.
5. Please submit the following documents to the Secretariat at the time of your registration:
  - a. The CV form attached for your introduction by the Chairperson.
  - b. A hard copy and a soft copy of the full paper using the following format: use Microsoft Word 2010/XP/2000/98; A4 (210x297 mm or 8.27x11.69 in) with 1.5 spacing (including figure legends and references) and 3.0 cm (1.25 in) margins; Times New Roman, 12pt. It should be organised according to title, author’s name(s), address(es), abstract, keywords (max. 3 words), introduction (background study and objectives), methodology, results, discussion, conclusions, acknowledgements and references. Titles should be bold and centered; author’s name(s) and address(es) centered; text and references justified. References in the text should follow the standard format of author and year of publication (e.g. Ibrahim, 2013). Tables, figures, graphs and photos can be placed within the text. Figures or photos using .jpeg format is preferred.
6. In case of any problems, please contact the Secretariat at the registration desk. (Dr. Khairana Husain) or Scientific Technical Support (Assoc. Prof Dr. Jamia Azdina or Dr. Fhataheya Buang).

Thank you for your co-operation.



# CURRICULUM VITAE

## Speaker / Chairperson

Name & Title : \_\_\_\_\_

Job Designation : \_\_\_\_\_

Institution/Organisation : \_\_\_\_\_  
\_\_\_\_\_

Qualifications : \_\_\_\_\_  
\_\_\_\_\_

Specific Areas of Interest : \_\_\_\_\_  
\_\_\_\_\_

Research Experience : \_\_\_\_\_  
\_\_\_\_\_

Other Relevant Details : \_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

<b>Jack Cannon</b>	_____
<b>Plenary Lecture</b>	_____
<b>Invited Lecture</b>	_____
<b>Oral Presentation</b>	_____
Please state the session for your oral presentation	