

GUIDELINE FOR ORAL PRESENTATIONS

1. All oral presenters MUST register for the conference and pay the registration fee BEFORE the conference. Follow the instructions and payment procedures at the 2nd ASEAN Sports Medicine Conference website: <http://malaysiansportsmed.org>.
2. An LCD projector would be made available to facilitate your presentation. Computers available for presentations are Windows PC computers (Windows 7 operating system), with Microsoft Office 2010 software. Presenters are not allowed to use their own laptop computers. Apple computers will not be made available. All presentations must be compatible with this setup.
3. Your presentation should be prepared as a single Microsoft PowerPoint file in standard PowerPoint file format (.ppt or .pptx). The file is to be brought in a thumb drive/ other appropriate medium, free of virus.
4. For additional audio-visual requirements, please liaise with the Conference Secretariat at least 14 days before the conference. Participants may be charged for any additional equipment used.
5. In whichever format you intend to present, it is suggested you use sufficiently large fonts and clearly legible typefaces. Please do not cram too much information into each slide. Note that the presentation shall be in the ballroom, accommodating close to 300 participants.
6. Please note that the official language of the conference is English.
7. Presentation is to be allocated (8 + 2) minutes; unless otherwise specifically mentioned. The last "+2" minutes indicated for discussion of your paper. The chairperson will alert the presenter at 6 minutes, to indicate that you have 2 minutes to end the presentation. Chairperson will request for questions from the floor and select audience members with questions. You are advised to adhere strictly to the time allocated to avoid disrupting the scientific programme.
8. You must submit your file via thumb drive to the Conference Secretariat at the Slide Preview Area at least one (1) day before the time scheduled for your presentation. Collect your materials (if relevant) by the end of the day (1700 hrs).
9. The oral presentation session will be held within the Symposium Sessions on 24th & 25th March 2017. You will be informed of the day of the presentation via email. Kindly check the exact time of your presentation from the Scientific Programme on the conference website: <http://malaysiansportsmed.org>.

Any enquiries, please email: event@malaysiansportsmed.org or secretary@malaysiansportsmed.org