



The banner features a night view of the Petronas Towers in Kuala Lumpur, Malaysia, with a colorful globe in the foreground. The globe is surrounded by silhouettes of various sports figures in different colors (red, yellow, green, blue, purple). A speech bubble on the left says "We Are VIRTUAL!". The main text on the right reads "ISMSC 2021 11 & 12 SEPT 2021 Saturday & Sunday" followed by "INTERNATIONAL SPORTS MEDICINE & EXERCISE SCIENCE CONFERENCE" and the tagline "Improving Health & Performance Through Sports & Exercise". At the bottom, there are logos for the Organizer (Malaysian Association of Sports Medicine MASM), Co-Organizers (Universiti Malaya, Universiti Teknologi MARA, and Universiti Kebangsaan Malaysia), and In-Affiliations (International Federation of Sports Medicine IFSM, Asian Federation of Sports Medicine AFSM, and ASEAN Sports Medicine Network).

We Are VIRTUAL!

ISMSC 2021
11 & 12 SEPT 2021
Saturday & Sunday

**INTERNATIONAL SPORTS
MEDICINE & EXERCISE
SCIENCE CONFERENCE**

Improving Health & Performance
Through Sports & Exercise

Organizer: Malaysian Association of Sports Medicine (MASM)

Co-Organizer: UNIVERSITI MALAYA
Sports Medicine Unit, Faculty of Medicine, Centre for Sport and Exercise Sciences, University of Malaya (UM)

Co-Organizer: UNIVERSITI TEKNOLOGI MARA
Faculty of Sports Science and Recreation, Universiti Teknologi MARA (UiTM)

Co-Organizer: UNIVERSITI KEBANGSAAN MALAYSIA
Faculty of Education, Universiti Kebangsaan Malaysia (UKM)

In-Affiliation: International Federation of Sports Medicine (IFSM)

In-Affiliation: Asian Federation of Sports Medicine (AFSM)

In-Affiliation: ASEAN SPORTS MEDICINE NETWORK

Guidelines for Oral Presenters (Keynote, Plenary, Symposium & Free Communication)

Guidelines for Oral Presenters

Section 1: Essential requirements

1. The ISMESC 2021 conference will be held virtually using the [Zoom platform](#). It is a requirement that the Zoom application is downloaded to your device to be used for presentation. All speakers are advised to use **Microsoft PowerPoint** for their presentation slides.
2. Please check that you have a strong and stable internet connection for your scheduled presentation day. The minimum **connection speeds** needed are 10 Mbps (download) and 5 Mbps (upload).
3. All speakers are advised to use a **headset (with microphone)** to ensure clear communication/ audio. Please refer to the Appendix 1 for Zoom Best Practices.
4. The Conference Technical Team will set up a **WhatsApp group** for the speakers for each symposium & free communication session. This is for urgent communication purposes with the Organiser, and the group will be dismissed upon the completion of the conference. All speakers must provide their **valid WhatsApp number** (with country code) during the registration at the conference website: bit.ly/ISMESC2021 (Profile section).
5. **IMPORTANT!** A rehearsal session will be held on **2nd & 3rd September 2021 at 9.00 am to 5.30 pm (Malaysian Time)**. All speakers **must** attend at least one rehearsal session. Further information regarding the scheduled rehearsal session will be sent via email soon. The rehearsal session is important to check on audio and video quality and the visibility of your presentation slides to viewers.

Section 2: Presentation preparations

1. Presentation slides should be prepared with **Microsoft PowerPoint** and **must be formatted** using the wide screen **16:9 aspect ratio** [under Design > Slide Size > Wide screen (16:9)].
2. The **Title page** (first page) of the presentation must contain the following items:
 - Presentation title
 - Speaker name & affiliation
3. Presentation slides are recommended to have sufficiently large fonts and clearly legible typefaces (preferable Calibri or Arial) to enable participants to read. Do keep in mind that ISMESC 2021 conference will be held virtually. Usage of any video, sound effects or animations should be minimised and must be tested prior to the presentation time scheduled. The recommended video quality embedded in the slides should be **720p** or **1080p** in **MP4** file format.
4. General key points to keep in mind:
 1. Language used for presentation should be in **English** only.

2. Presentation slides are recommended (but not compulsory) to have the following sequence: Introduction, Methodology, Results & Discussion, Conclusion and References.
3. Presentation slides must be formatted to the 16:9 aspect ratio to align with computer device dimensions.

Section 3: Submission of Presentation Slides/ Pre-recorded Video

1. All speakers must submit their finalized presentation slides **by 6th September 2021** by email to event@malaysiansportsmed.org with the email subject: **“Slides Submission: Abstract ID/ Symposium No. – Full Name”** (e.g.: Slides Submission: ORAL FC 1-01 – Aliah Abdul or Symposium 2 – Alston Choong).
2. The presentation slides must save as “Abstract ID/ Symposium No. – Full Name” (e.g.: ORAL FC 1-01 – Aliah Abdul or Symposium 2 - Alston Choong) in **Microsoft PowerPoint Presentation (*.pptx or *.ppt)** format.
3. In the event of connection instability or technical issues faced by speakers during live session of the conference, the Conference Technical Team will share the presentation slides instead.
4. **Only for Keynote, Plenary & Symposium Speakers**
Please prepare a short biography for inclusion in the Programme/Abstract Book. Email together with presentation slides. The short biography should contain the following information:
 1. Session & Presentation Title (e.g. Symposium 2: Physical Activity During COVID-19 Pandemic)
 2. Speaker’s Full Name & Affiliation
 3. Speaker’s Passport-sized Photo at right upper corner
 4. Speaker’s Biography (**200 words limit**)
 5. **1 page of Microsoft Word document** is preferred and must be labelled with **file name** as follows: “Keynote/ Plenary/ Symposium – Speaker Full Name” (e.g.: Symposium 2 – Alston Choong”)

Please refer to **Appendix 2** for a sample for biography.

Kindly ignore if the biography has been submitted to the Secretariat of ISMESC 2021 via event@malaysiansportsmed.org

5. **Only for Free Communication Oral Presenters (Not for YRA Oral Presenters)**
Please ensure you have fully register as a conference delegate latest by **23 August 2021** in order for you to present your abstract and publish your abstract in the designated journal. The Scientific Committee has the authority to reject your abstract if you did not register before the closing date. Kindly register at bit.ly/ISMESC2021 asap.

As a speaker, the committee would like request you to pre-record your presentation using Zoom (refer to Guidelines on Record Presentation using Zoom) and email the MP4 file to the Secretariat at event@malaysiansportsmed.org before **6**

September 2021. If the file is too large, you can email via [Google Drive](#) or [WeTransfer](#). During the Conference itself, you are requested to join the session virtually to answer any Q&A which will be held at the end of the session. Your presentation time for recording **should not exceed 8 minutes**. Please do reach out to the Secretariat if you need any assistance in the pre-recording.

Section 4: On the day of presentation

1. Speakers are **required** to join the Zoom meeting **30 minutes before** and be on standby in the VIP waiting room prior to the scheduled presentation session.
2. During your scheduled presentation session, you will share your screen (from your own computer) for all ISMESC 2021 participants to view. Should the need arise, the Technical Team will assist in sharing the PowerPoint slides you have already submitted for your presentation by 6th September 2021.
3. The Chairperson will proceed with a Q&A session from the audience immediately after the allocated presentation time.
4. Time allocation:
 - a. **Keynote speaker** is allocated 30 minutes. A bell will ring at the “27 minutes” to signal that the speaker has only 3 minutes left to wrap up the presentation. Another bell will ring at the “30 minutes” to signal the end of the presentation time. **There is no Q & A for the keynote speaker.**
 - b. **Plenary speaker** is allocated 25 minutes. A bell will ring at the “22 minutes” to signal that the speaker has only 3 minutes left to wrap up the presentation. Another bell will ring at the “25 minutes” to signal the end of the presentation time. **There is no Q & A for the plenary speaker.**
 - c. **Symposium speaker** is allocated 25 minutes (20 + 5 minutes). The “+5” minutes is meant for the Q & A session of the presentation. A bell will ring at the “17 minutes” to signal the speaker has only 3 minutes left to wrap up the presentation. Another bell will ring at the “20 minutes” to signal the end of the presentation time. The chairperson will proceed with 5 minutes Q & A session from the audience immediately after the presentation. The 3rd bell ring at “25 minutes” to signal the end of the presentation and Q & A.
 - d. **Free communication oral presenter** is allocated 10 minutes (8 + 2 minutes). **The “+2” minutes is meant for the Q & A session after completion of all the oral presentations.** The free communication presenters are required to pre-record their presentation with not more than 8 minutes and send to Secretariat the recording before 6 September 2021. Presenters are not allowed to exceed the allocated time under any circumstances. After completion of all the oral presentations, the Chairperson will start the Q & A session. The presenters are required to join the virtual Zoom platform for starting to end of the session. Refer to Appendix 3 for pre-recording guide.

- e. **Young Researcher Award (YRA) oral presenter** is allocated 10 minutes (8 + 2 minutes). The "+2" minutes is meant for the Q & A session by the judges. A bell will ring at the "5 minutes" to signal the presenter has only 3 minutes left to wrap up the presentation. Another bell will ring at the "8 minutes" to signal the end of the presentation time. The chairperson will proceed with 2 minutes Q & A session from the judges immediately after the presentation. The 3rd bell will ring at "10 minutes" to signal the end of the presentation and Q & A.
5. All speakers are **advised to adhere strictly to the time allocated** to avoid delays in the conference.

Zoom: Best Practices

This guide will help you to get the most out of your Zoom meeting experience.

Prepare for the meeting

1. Set up your equipment

- Download the Zoom desktop app <https://zoom.us/support/download?os=android>
- Get a headset and microphone if possible to reduce background noise
- Test your audio and video
- Review how to share your screen
- Close unnecessary tabs in your browser and turn off notifications such as Email or messaging

2. Look your best

- Lighting should come from in front of you or from the side, in order to best light your face
- Keep your background clear of distractions (the ISMESC 2021 Zoom virtual background can be download from here bit.ly/ISMESCbackground)
- Look at your webcam, not at the screen
- Use gestures and mannerisms that you would typically use in person

Participate productively

1. Make sure everyone can hear you

- Use a microphone when you speak.
- Identify yourself to meeting attendees - say your name the first time you begin speaking.
- Make sure the microphone is on and close enough to pick up your voice, no matter which location you are in.

2. Help everyone focus

- Avoid noisy activities like typing while your microphone is on.

3. Reduce Distractions

- Sit or stand somewhere with a neutral background (or use a virtual background).
- Make sure your camera is on a steady surface to prevent shaking
- Turn off your camera if you need to take care of business outside of the meeting (e.g., someone needs your urgent attention). Turn the camera back on when you are present in the meeting again.

Sample of Speaker's Biography

DR ALSTON CHOONG WAI KWONG

SESSION: SYMPOSIUM 2 (DAY 1) 1650 – 1715

**TITLE: PHYSICAL ACTIVITY AMIDST COVID-19 PANDEMIC:
IS IT IMPORTANT?**

MD, PGDip (IOC) Sports Med, MSpMed, AM (Mal)

- **Sports and Exercise Medicine Physician of the University Malaya Medical Centre, Kuala Lumpur**
- **Medical Lecturer of the Sports Medicine Unit, Faculty of Medicine, University of Malaya**
- **Vice President of the Malaysian Association of Sports Medicine (MASM)**



Correspondence email: alston11212@gmail.com/ alston@um.edu.my

Dr Alston Choong Wai Kwong is currently a Senior Sports and Exercise Medicine Physician and an Academician in the Sports Medicine Unit, Faculty of Medicine, University of Malaya, Kuala Lumpur, Malaysia. He conducts various prominent research in sports and exercise medicine, particularly in regenerative sports medicine, musculoskeletal and sports injuries, sports rehabilitation, physical activity, active living, exercise in chronic diseases including metabolic syndrome. He also integrates complementary methods in his treatments such as dry needling, acupuncture and manual therapy.

Dr Alston has vast medical coverage experiences at local, national, or international sporting events and was appointed as a team physician for various sports. He is often invited to deliver lectures and presentations at various international and local conferences, congresses, workshops, webinars, etc.

Dr Alston currently serves as the Vice President of the Malaysian Association of Sports Medicine (MASM). He is also an active member of the International Federation of Sports Medicine (FIMS), American College of Sports Medicine (ACSM), Asian Federation of Sports Medicine (AFSM), World Institute of Pain (WIP), Tissue Engineering & Regenerative Medicine Society of Malaysia (TESMA), Malaysian Society of Body Composition (MSBC) and Association of Integrative Medicine Malaysian (AIMM). Apart from being a qualified HIIT coach, his passion for sports also involves dragon boating, weight lifting, Crossfit® training, swimming and running.

SPEAKER'S PRE-RECORDING GUIDELINES

RECORDING SET-UP

The preparation to produce a presentation in a webinar or online conference does not require access to professional broadcast equipment or a specific training. The Technical Committee has highlighted the main features for recording a presentation for webinar.

1. PowerPoint: Use Microsoft Office PowerPoint 365.
2. Computer: Use a simple MacBook laptop or a PC to produce the webinar.
3. Webcam: An integrated webcam is fine but better to use a USB webcam. The external USB webcam allows you to have greater flexibility in terms of positioning and framing.
4. Microphone: A basic microphone provides high fidelity audio when placed right next to your mouth. If you use a built-in microphone, you can have good sound quality, but the distance from the microphone must be appropriate.
5. Visually appealing background: Make sure you have a background that is appropriate for your presentation. A suitable background would be your office or laboratory or use a [ISMESC virtual background](#).
6. Camera positioning: Set up your camera at an angle to capture the triangle of your forehead to your left shoulder and right shoulder in the frame.
7. Recording software: ZOOM
Zoom Recording: Install the Zoom.us software or application on your computer from <https://zoom.us/support/download?os=android>
Please refer to **Guidelines on Record Presentation Using Zoom** for further details.

TECHNICAL INFORMATION

- Slide format: 16:9
- Duration of your presentation: Based on allocated time stated by the secretariat.
- Language: English