



33rd Scientific Conference Nutrition Society of Malaysia

24 – 26 July 2018

GUIDELINE FOR ORAL PRESENTATIONS (SYMPOSIUM 5 - 26 July 2018)

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 NSM Conference website: <https://www.nsmconference.org.my/>
2. A LCD projector shall be made available to facilitate your presentation. Computers available for presentations will be Windows PC computers with Windows 7 operating system, and Microsoft Office 2010 software. Presenters will not be allowed to use their own laptop computers. Apple computers will not be available. All presentations must be compatible with this setup.
3. Prepare your presentation as a single Microsoft PowerPoint file in standard PowerPoint file format (.ppt or .pptx). Bring your file in this format in a thumb drive or other appropriate medium, free of virus.
4. For additional audio-visual requirements, please arrange with the NSM 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 to enable participants to read the presentation. Do not cram too much information into each slide. Note that the presentation shall be in the ballroom, accommodating close to 400 participants. Do not cram too much information into each slide.
6. Please note that the official language of the conference shall be English.
7. Unless otherwise specifically mentioned, your presentation has been allocated (8 + 2) minutes. The “+2” minutes indicated is meant for discussion of your paper. The chairperson will ask for questions from the audience 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 NSM Conference Secretariat at the Slide Preview Area at least two (2) hours 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 during Symposium 5 (Nutrition Potpourri) on 26th July 2018 (Thursday). Kindly check the exact time of your presentation from the Scientific Programme on the conference website: <https://www.nsmconference.org.my/abstract-submission-results/>

Any enquiries, please email: secretariat.nsm.conference@gmail.com and president@nutriweb.org.my

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11 May 2018