Abstract Submission - Guidelines

INTRODUCTION

The abstract submission guidelines for the IMEC 2018 are intended to provide clear instructions before submitting an abstract. You are kindly requested to carefully read the guidelines stated below.

The IMEC Scientific Committee (SC) and Advisory Board (AB) maintain the right to reject any abstract that does not meet below requirements or is in violation of them.

Theme
From Personalised Learning to Mastery of Competencies: Impact of Technology and Simulation On Health Professionals

Sub-themes:

- o Assessment and evaluation
- o Postgraduate and workplace-based training
- o Curriculum design and delivery
- o Faculty development
- o Cross-cultural learning
- o Inter-professional learning
- o Qualifications and accreditation

DEADLINE ABSTRACT SUBMISSION

The deadline for abstract submission is 31 January 2018, submissions received after this deadline will not be considered. Abstracts will only be included in the abstract book and can be presented at the Conference upon payment of registration fee.

GENERAL ABSTRACT GUIDELINES

1. The Scientific Committee (SC) encourages the submission of original scientific material unpublished at the time of the abstract submission deadline.

2. Do not submit the same study in multiple abstracts. Abstracts that appear as more than one version of a single study will be rejected.

3. Abstracts should be submitted in clear English to allow the reviewers to focus on the scientific content of the abstract. Non-English speaking authors are encouraged to have their abstracts checked for grammar and spelling.

4. The SC assumes all presenting authors have proficiency in English, thus are able to present and respond to questions. Otherwise authors are encouraged to choose poster presentation as a preference.

ABSTRACT REVIEW AND SELECTION

General comments

Abstract submitted should follow the theme and the sub-theme of the conference.

A panel of international and local experts will review the abstracts.

Each abstract will be reviewed independently by two reviewers.

There is no limit to the number of submissions per participant.

The corresponding author will receive a confirmation of acceptance for oral presentation, poster or e-poster presentation, or a notice of rejection, by e-mail before 21 February 2018.

Authors of abstracts selected for an oral presentation will be informed about the date of the session and presentation guidelines will be provided. Poster and E- Poster presenters will be informed about the date of the poster session and will receive guidelines for their presentation.

All accepted abstracts will be published in the abstract book.

Withdrawal policy: If authors wish to withdraw their abstracts, they are requested to send a letter via e-mail to the conference secretariat before 28 February 2018.

Prior to abstract submission, ensure that the following are agreed upon by all authors:-
- Aware that their names will appear on the abstract and all authors agree to the submission and presentation of the results.
- Understand that the poster, e-poster and/or oral presentation may be photographed, videotaped and/or recorded via other media during presentation.
- Understand that all possible patent and copyright issues must be resolved before submission.

HOW TO SUBMIT AN ABSTRACT

For access to the abstract form, visit the conference website at http://imu.edu.my/imec/

You will first require a login name and password. You will need to choose your own login name and password.

Follow the website instructions for the submission of the abstract.

Authors – Please follow instructions for all author and co-author details. Note that the first entry in the table is pre-filled with the submitter's details.

Type the full name, affiliation, and complete address, for EVERY author listed. The name of the presenting author should be underlined.

Other issues: All possible patent matters should be resolved by the author(s) before submission of an abstract.

Abstract title: The title should be explicit.

Abstract body –

Narrative: The abstract narrative should be no more than 250 words. Use 11 point Arial font, and single spacing. Please define all abbreviations and concepts in your abstract at first use.

The abstract should include the following:

Background: Indicating the objective(s) of your investigation and your research question.

Method: An explanation of the study design and experimental methods used

Results: The essential results observed in summary form. Sufficient quantitative data and statistical tests should be presented. Statements like "to be completed" are not acceptable.

Conclusion: Conclusion should be supported by the findings within your results.

Keywords: Not more than 3.

[Concept papers need not adhere strictly to this guideline. Background, description and conclusions/ recommendations are sufficient.]

Mode of presentation –

Upon submitting the abstract, the preferred mode of presentation should be selected.

Presentation preference can be: oral (O), poster (P) or e-poster (EP). The final mode of presentation is at the discretion of the Scientific Committee.

ORAL PRESENTATION GUIDELINES

Time allocated
Oral presentations are scheduled for 10 minutes plus 4 minutes for discussion and questions from the audience.

Audio-visual equipment
The following audio-visual equipment will be available in the oral presentation rooms:
- Projection screen
- Data projector
- Laser pointer
- Microphone
- A PC Desktop

Guidelines on PowerPoint Presentations
Submission of your presentation prior to the Conference is strongly recommended. Presentations are to be saved in a compatible format and emailed to imec@imu.edu.my with your Abstract Number no later than 1 April 2018.

Please note that there are often formatting inconsistencies between Mac and PC versions of Office, so please ensure you have vetted your presentation on a PC prior to the Conference.

You may wish to provide your Powerpoint presentation on-site. If so, please ensure you drop by the Speaker Preparation Area at the start of the Conference.

Guidelines for Presenters
If you have emailed your presentation, you are still required to visit the Speaker Presentation Room to confirm that your presentation file is loaded.

Please ensure that you have a copy of your presentation on a USB as a backup.

Please be in the presentation room assigned no less than 15 minutes before the start of your session, and identify yourself to the Chair of the session.

POSTER PRESENTATION GUIDELINES

Dimensions
A0 Size in Portrait (Approximately 118.9 cm x 84.1 cm)

Format and Required Information
Poster material should be well labeled and visible from a distance of 10 feet. The title should be the same as the title submitted in the abstract.

Guidelines for Presenters
Velcro tapes needed for mounting posters will be provided upon request.

Dates and timing of the poster viewing sessions will be e-mailed with the acceptance of the abstract. Please make sure that you are available by your poster on the designated day and time. Coauthors are welcome to join you. All posters must be removed on 15 April 2018, between 2:30 pm and 4:30 pm. Any posters remaining after 6:00 pm will be discarded.

E-POSTER PRESENTATION GUIDELINES

Dates and timing of the e-poster presentation sessions will be e-mailed with the acceptance of the abstract.

Audio-visual equipment
The following audio-visual equipment will be available in the e-poster presentation rooms:
- Projection screen
- Data projector
- Microphone
- A PC Desktop

Guidelines on E-Poster Presentations
Submission of your presentation prior to the Conference is strongly recommended. Presentations are to be saved in a compatible format and emailed to imec@imu.edu.my with your Abstract Number no later than 1 April 2018.

Please note that there are often formatting inconsistencies between Mac and PC versions of Office, so please ensure you have vetted your presentation on a PC prior to the Conference.

You may wish to provide your Powerpoint presentation on-site. If so, please ensure you drop by the Speaker Preparation Area at the start of the Conference.

Guidelines for Presenters
If you have emailed your presentation, you are still required to visit the Speaker Presentation Room to confirm that your presentation file is loaded.

Please ensure that you have a copy of your presentation on a USB as a backup.

Please be in the presentation room assigned no less than 15 minutes before the start of your session,

and identify yourself to the Chair of the session.

Format and Required Information
It is recommended that your e-poster includes the following sections:
- Title, authors and institutions
- Background
 - Objectives
 - Methods
- Results
- Conclusions
- References / Bibliography
These sections should be set out in clearly differentiated blocks.

Recommended Font Sizes and Styles
- Only a single PowerPoint slide is to be used for e-poster.
- **Recommended fonts:** Times New Roman / Arial / Helvetica.
- **Size:** Slide/Poster size: 41×23 inches.
- **Recommended font size:** 28pt or larger at a slide size of 41×23 inches.
- **Poster layout:** Landscape
- **IMPORTANT:** Due to difference in operating system standards and character sets, mathematical formulas created in MAC OS often don't display correctly on Windows, even in PowerPoint. Therefore, it's highly recommended that you save formulas as images. The PowerPoint templates are set to the exact dimensions of our screens, so what you see in PowerPoint will match exactly to what you see on our monitors.

How to know if your Presentation Will Look Good on the Screen:

Without being able to actually see your presentation on our systems ahead of time, there are a few things you can do to get a good idea about how it will look.
- View the presentation on a monitor that is 1920×1080 pixels (1080p). Even if the screen size is different, you'll see how large things are in relation to each other. Keep in mind that a smaller screen with the same resolution will have a higher pixel density than a large screen, so lines and images may not look quite as smooth on the screen.
- Make sure that you follow our guidelines for font size.
- Make sure images are sufficiently large with appropriate resolution.