



**17th International Medical Education Conference 2024 (IMEC 2024)**  
**4th - 6th October 2024**  
**IMU University, Kuala Lumpur**

## Oral Presentation Guideline

### INTRODUCTION

The abstract submission guidelines for the **IMEC 2024** are intended to provide clear instructions before submitting an abstract. You are kindly requested to carefully read the guidelines stated below.

The IMEC 2024 Scientific Committee (SC) and Advisory Board (AB) reserve the right to decline or reject any abstract that fails to comply with the requirements or that contravenes them.

The abstracts submitted need to be based on the conference theme: **TRANSFORMING HEALTH PROFESSIONS EDUCATION FOR ADVANCEMENT OF ONE HEALTH**

The subthemes for the conference are as below:

- Curriculum Design
- Teaching and Learning
- Student Assessment
- Digital Health
- Governance and leadership
- Faculty Development
- Professionalism & Ethics
- Stakeholder Engagement

Abstract Submission Deadline: **15 June 2024**

Abstract Acceptance Notification: 15 July 2024

### INSTRUCTION TO PRESENTERS.

#### 1. Duration and Interaction:

Each Oral presentation is allotted 10 minutes for the presentation itself, which will be followed by a 4-minute session for questions and discussion, facilitated by a moderator

#### 2. Number of Presentation

Each oral presentation session will consist of no more than 4 abstracts, spanning a total time frame of 60 minutes. Only one presenter is allowed for each abstract.

#### 3. Date of Presentation

The presentation will take place on 5<sup>th</sup> and 6<sup>th</sup> October 2024.

#### 4. Slide Design Freedom

Presenters are free to create own design as there is no conference slide template.

#### 5. Presentation Format

The format of the presentation should be set to 16:9 and in landscape orientation

#### 6. Conflict of interest Declaration:

All presentations must declare any conflicts of interest on the 2nd slide of the presentation.

- Text to be included in the slide to state the conflict of interest  
No conflict of interest: "There are no conflicts of interest to declare". OR  
Conflict of interest: Please state in your own words what the conflict of interest is.
- All presenters must disclose any personal or financial relationships that could influence their work.

#### 7. Text and Font Recommendations

It is recommended that text should be no smaller than font 24; standard fonts should be used. Please use Abstract ID as the file name when saving as a PDF. Do not use symbols or special characters (i.e. +/@/ü) in the file name.

#### 8. Pre-Presentation Requirements:

All presenters should be present at the respective presentation venue (for onsite presenters) / Zoom link (for online presenters) at least 15 minutes before the scheduled start time.

#### 9. Live Streaming

The session will not be live-streamed or recorded.

### GUIDELINE FOR ONSITE PRESENTERS

#### 1. Available Audio-Visual Equipments

The venue is equipped with projection screen, data projector, microphone and desktop.

#### 2. Submission of Presentation Files

- Presenters should provide their presentation file to the IMEC 2024 organisers in advance via one of the following methods: E-mail the presentation file to [IMEC2024@imu.edu.my](mailto:IMEC2024@imu.edu.my) with the Abstract Number before **20 September 2024 (5:00 pm Malaysia, GMT +8:00)** or
- Bring the presentation file on a USB device to the Secretariat Room (4<sup>th</sup> Floor) no later than 2 hours before your session starts.

#### 4. Backup Copy

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

#### 5. Compatibility Check

Be aware of potential formatting issues between Mac and PC versions of Office applications. Ensure your presentation slides are checked and compatible before the session.

## GUIDELINE FOR ONLINE PRESENTERS

### 1. Preparation of Pre-recorded Presentation

Presenters are required to produce and provide the pre-recorded oral presentation in MP4 format.

### 2. Submission of Pre-recorded Video file

The pre-recorded video file should be provided to [imec2024@imu.edu.my](mailto:imec2024@imu.edu.my) via WeTransfer (<https://wetransfer.com/>) before **6<sup>th</sup> September 2024 (5:00 pm Malaysia, GMT +8:00)**.

### 3. Pre-Presentation Requirements

All online presenters should be present at the Zoom presentation link at least 15 minutes prior to their scheduled presentation time.

### 4. Duration of Pre-recorded Video Playback

The pre-recorded video file will be played strictly for up to 10 minutes during the session, followed by 4 minutes of question and discussion, led by a moderator.