



1st Southeast Asia Public Health Nutrition Conference

In conjunction with Nutrition Society of
Malaysia 32nd Annual Scientific Conference
14 – 17 May 2017

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 SEA-PHN Conference website: www.seaphnconference2017.org
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 SEA-PHN 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 300 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 SEA-PHN 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 during the Free Paper Presentation Sessions on 16th & 17th May 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:
<https://seaphnconference2017.org/abstract/>.

Any enquiries, please email: secretariat@sea-phn.org and president@nutriweb.org.my

9 February 2017