

## GUIDELINES FOR ORAL PRESENTATION:

### 1. General:

- Proper attire (Formal)
- Be punctual

### 2. Oral Presenters:

- All oral presentation will be held in **Dewan Kuliah 1 & 2, Balai Ungku Aziz**
- You are required to be in the hall 10 minutes before your presentation time.
- All enquiries are to be directed to A/P Dr. Chai Wen Lin and Dr Anand Ramanathan at [chaiwl@um.edu.my](mailto:chaiwl@um.edu.my) and [drranand@um.edu.my](mailto:drranand@um.edu.my) respectively.

### 3. Facilities in each oral session room:

- a. Screen
- b. LCD projector
- c. Computer
- d. Microphone
- e. Laser pointer

### 3. Presentation:

- a. Presenters will be given **12 minutes** for the presentation, followed by **3 minutes** question and answer (Q&A).
- b. Both presenters for each project must be present. Divide your presentation equally.

### 4. Rehearsal and download your file

- a. You must upload your file into the designated laptop at the **Informatics Unit Office** at Level 1, Block D, Faculty of Dentistry on the **27th February 2017** (between 9 am to 1pm or 2pm to 4pm) or on the **28th February 2017** (between 9 am to 1pm or 2pm to 4pm). No further changes of your presentation slides are allowed once uploaded.
- b. Check and preview your slides, make sure that everything is alright.
- c. The sequence of rehearsal list will follow the sequence of the actual program.
- d. Rehearsal session will start on the **1/3/17 2-5pm**.
- e. Please bring your own copy in a thumb-drive/CD on the conference day as a backup.