JABATAN PERDANA MENTERI
UNIT PENYELARASAN PELAKSANAAN
(ICU JPM)

UNIVERSITI MALAYA

InACE

International Conference on Academia–Community Engagement Impact

MALAYSIA MADANI INITIATIVES

OFFICIAL GUIDELINES

MALAYSIA MADANI

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International Conference on Academia–Community Engagement Impact

CHAPTER 3:

ORAL PRESENTATION, POSTER & EXTENDED ABSTRACT GUIDELINES

ORAL PRESENTATION GUIDELINES

CRITERIA	DESCRIPTION
Introduction	• Include Project Title, Project Leader, Team Members & Affiliation. • Include University and Collaborator logos
MADANI & SDG Alignment	• State the MADANI Initiative and relevant MADANI Core/Pillars. • State the relevant SDG(s).
Problem & Objectives	• Highlight the community problem / needs. • State the project objectives.
Project Information	• State Project Location & Fund Total. • Identify beneficiaries / target community. • Highlight collaborators / strategic partners. • Originality & Innovation
Methodology & Activities	• Explain the methodology and activities conducted. • Highlight key milestones / implementation progress.
Outputs & Outcomes	• Present key outputs and outcomes. • Show relevant evidence, data, photos or achievements.
Impact	• Include key measurable impact, where applicable.
Sustainability	• Explain project sustainability / continuity. • Highlight the community handover or empowerment approach, where applicable.
Conclusion & Recommendations	• Summarise key achievements. • Include recommendations / future direction.
Presentation Format	• Use the official InACE 2026 template (**link**). • Maximum 10 slides. • Submit in PowerPoint (.pptx) format.
Presentation Duration	• 7 minutes presentation + 3 minutes Q&A. • Be ready 10 minutes before the session.
Acknowledgement	Funder, industry/institution/NGO/agency/community
Submission	• File name: **[Paper ID].pptx** • Submit to **umace@um.edu.my** • Include **Institution & Title** in the email.

POSTER PRESENTATION GUIDELINES

CRITERIA	DESCRIPTION
Poster Design & Format	• Use the official inACE 2026 template. • Size: A1 / A0, Portrait. • Use 20% text, 40% visuals, 40% white space. • Use clear photos, charts and infographics.
Content	• Header: Title, Project Leader, Team, Affiliation & logos. • MADANI Alignment: Show 4+ MADANI Pillars. • Problem: State the community's key issue. • Beneficiaries & Partners: Show reach, impact and partnerships. • Methodology: Show timeline/milestones and budget use. • Outputs: Show key project outputs. • Sustainability & Impact: Highlight measurable impact and continuity.
Presentation Duration	Maximum 10 minutes elevator pitch including Q&A.
Supporting Materials	Add a QR code for supporting materials, where applicable.
Acknowledgement	Funder, industry/institution/NGO/agency/community
Poster Submission	• File name: **[Paper ID].pdf** • Submit to **umace@um.edu.my.** • Include **Institution & Title** in the email.

EXTENDED ABSTRACT FORMAT

Madani Initiative:	State which Madani initiative that funded the grant
Madani Core:	State which Madani core that funded the grant
SDG Alignment:	State which SDG directly highlighted in this project
Fund Total (RM):	State the total allocation of grant
Project Location:	State the location of the project
Number of Beneficiaries :	State the number of focus groups/communities
Group of Beneficiaries:	State the project focus groups/communities
Collaborators:	List the collaborators if any
Project Impact:	How/ in what ways the project Impacted the community
Output & Outcome:	What are the output and outcome of the project.

- **Short Abstract and Keywords:** A brief 150–250 word summary of the whole document accompanied by 4–6 keywords.
- **Introduction and Objectives:** Background context, the research gap, and the core questions or goals.
- **Methodology:** Description of research design, materials, data collection, and analysis methods.
- **Results and Discussion:** Core findings with data, interpreted with regard to their significance.
- **Conclusion and Recommendations:** Summary of final takeaways and potential future steps.
- **References:** A short list of the most important sources cited in the text
- **Tables/figures:** Upload tables and figures in jpeg/pdf format

Format:

Title/Authors

Include a brief, informative title for the extended abstract. The title should be pre-formatted in the correct style (Initial Caps, 18-pt. Times New Roman boldface, left-justified). Immediately beneath your title, type the last name with initials of the author(s) in Times New Roman 12-pt. bold type, left-justified. Below the names of the author(s), state his/her affiliation(s) and complete mailing address(es) in regular body text in 12-pt font.

Introduction

The introduction of your extended abstract should state the nature of research gaps you are addressing and why you are studying it. It should provide background information about the work and its significance, while highlighting other relevant literature and specifying how it relates or differs from your work. You should also discuss the scope and limitations of your study in the introduction.

Body

The body of your extended abstract should follow the introduction and should include methodology, results, discussion, and the directions for future research. The methodology section should be descriptive enough that the reader can identify what was done. References to methodology are appropriate. The findings and discussion sections may be combined. Within the

body of your extended abstract, you can apply as many first-, second , and third-level headings as you need.

References

References should be cited within your extended abstract using APA (American Psychological Association) style. Examples of reference formats are given here. For additional information on formatting references, refer to the sixth edition of the publication manual of the American Psychological Association.

REFERENCES

Abeysuriya, K., Mitchell, C., & Willetts, J. (2008). Expanding economic perspectives for sustainability in urban water and sanitation. Development, 51(1), 23-29.

Boxenbaum, E., & Jonsson, S. (2008). Isomorphism, diffusion and decoupling. In R. Greenwood, C. Oliver, K. Sahlin, & R. Suddaby (Eds.), The SAGE handbook of organizational institutionalism (pp. 78-98). London, UK: Sage.

Ehrenfeld, J. R., & Hoffman, A. J. (2013). Flourishing: A frank conversation about sustainability. Stanford, CA: Stanford University Press.

The World Bank. (2015). Overview. Retrieved November 13, 2015, fromhttp://www.worldbank.org/en/country/srilanka/overview

Extended Abstract Length

Extended abstracts should be at least three pages, but not more than five pages in length including the references. Word limit is 500 - 700 words.

Using Predefined Styles

The style elements identified in this section have been defined for you to lend consistency to the group of papers that comprises the conference proceedings. Times New Roman is the preferred font type.

Use the following levels of this font type to describe the different sections of your extended abstract:

1. Title: 18-point Times New Roman Bold
2. Author: 12-Point Times New Roman Bold
3. Heading 1: 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS
4. Heading 2: 14-Point Times New Roman Bold
5. Heading 3: 12-Point Times New Roman Bold
6. Normal: 12-point Times New Roman

Margins

Use 1-inch margins for top, bottom, left and right margins. Text should be left-justified. All pages should include a page number on the bottom right corner of the page. The number should be in “Normal” font style (12-pt Times New Roman).

Line Spacing

Line spacing should be single (0 before and 0 after), except for already predefined styles; leave 1 line space between headings and body text, body text and next heading; and between paragraphs.

Tables

Tables must be created using the Microsoft Word or WordPerfect table functions and included as part of the text immediately after the first point of reference. DO NOT place them at the end of your extended abstract. For improved readability, keep your tables as simple as possible.

Table 1. Table Header

* Bulleted and numbered lists should be created by using the word processing toolbar functions for these items.

Any explanations of table data should immediately follow the table and be formatted as plain body text. DO NOT include table explanations within tables. Notations and references, such as superscript letters and number notations, are acceptable within the table and a legend describing notations should follow directly beneath the table.

Figures

Figures include charts, graphs, and drawings. All figures and other graphics should be embedded, or electronically placed, within the text immediately after the first point of reference. DO NOT place them on separate pages at the end of your extended abstract.

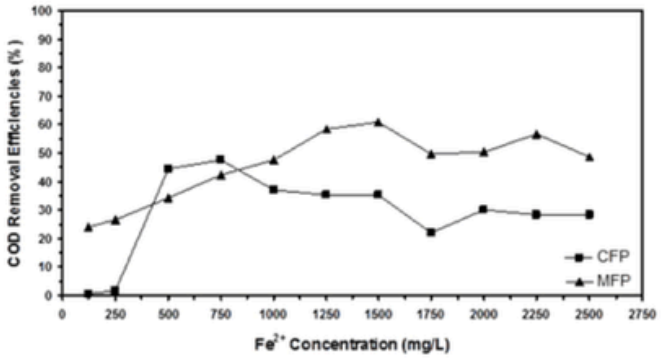


Figure 1. Figure Header

Figures must be labeled properly using Times New Roman 12-pt bold font, with the X and Y axes clearly labeled, and include a legend as appropriate. The figure title should be Times New Roman 12-pt, bold font and appear immediately below the figure (centered).

Authors are requested to submit extended abstracts in electronic form (MS-Word) using the email **umace@um.edu.my.**The extended abstract will be read by a panel of anonymous reviewers as the basis for acceptance of the paper for presentation. If you have any queries about extended abstract format or submission, please contact **Madam Nor Azlin Mat Radi**, email: azlinmr@um.edu.my or **Dr.Muhammad Nur' Hafiz Rozaini**, email: hafiz.rozaini@um.edu.my .

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