

GUIDELINES FOR POSTER PRESENTATION

FORMAT FOR ABSTRACT

1. All abstract **MUST** write in English
2. The structured abstract should **NOT** exceed 250 word limits and include the following sections: Introduction, Methodology, Results and Discussion/Conclusion.
3. Please follow the format provided (refer attachment for detailed instruction).
4. Author(s)' name (s) must be written in FULL. List principal author first and underline the author who will be presenting. Do not include professional title or degrees. List any institutional affiliation, state and country. Please make sure all authors contributed significantly to the research project.
5. Do not provide references or acknowledgement.
6. Abstract title must be in Title Case, e.g. "Developing Leadership in Nursing: The Impact of Education and Training". Title should be brief and clearly indicate the content of the abstract.
7. Do not include graphs, tables or illustrations in the abstract.
8. Abbreviations must be defined by placing it in parentheses after the full word, the first time it appears.
9. Use numerals to represent number except when beginning a sentence
10. Please send us your passport size photograph together with your abstracts.

BEST POSTER PRESENTATION AWARDS

1. The best 3 posters will only be awarded provided the poster follow the required format (portrait A0 size: 90cm width x 120cm height)
2. The selected 3 best posters presentation will be awarded and **REQUIRED** to present orally on the second day of colloquium.
3. All accepted abstracts will be given certificate of participation

4. All presenter will be assessed in terms of content accuracy, delivery competency and layout and design of poster.
5. Judges' decisions are final. No correspondence would be entertained.

POSTER DISPLAY AND PRESENTATION

1. Poster must be in the following format: portrait A0 size (90cm width x 120cm height)
2. Font size: minimum size 24, MUST have label for each graph and table
3. List the principle author first and underline the author who will be presenting.
4. The poster should provide adequate information to convey key points clearly.
5. Participants are responsible for printing of posters and for the materials to put up the posters on the designated panel at the exhibition area (eg. removable double-sided tape)
6. Participants are encouraged to provide hand-outs for judges and visitors during the poster presentation session
7. Posters are to be put up at the designated poster panels near the conference hall between 2.00pm to 5.00pm on 23rd April, 2019.
8. Poster must be displayed for the whole duration of the colloquium and dismounted by 12.00 noon on 25th April, 2019. The organizer will not responsible for posters which are not been dismounted by 1.00pm on the last day of the colloquium.

DO's and DON'T

DO's

- ✓ Use the format provided (refer attachment for detailed instruction)
- ✓ Follow the abstract and poster format
- ✓ Keep your abstract limited to 250 words
- ✓ Use graphics, colour, or photos to enhance visual presentation of your poster

DON'T

- Don't have the design of your poster overshadow the content

Poster Presentation

10 mins each speakers (8 minute presentation and 2 minutes Q&A session)

Remarks

Sound 1 bell ring –at 6 minutes

Sound 2 bell ring –at 8 minutes (end of presentation)

Sound 3rd bell ring – times up at 10 minutes (end of session)