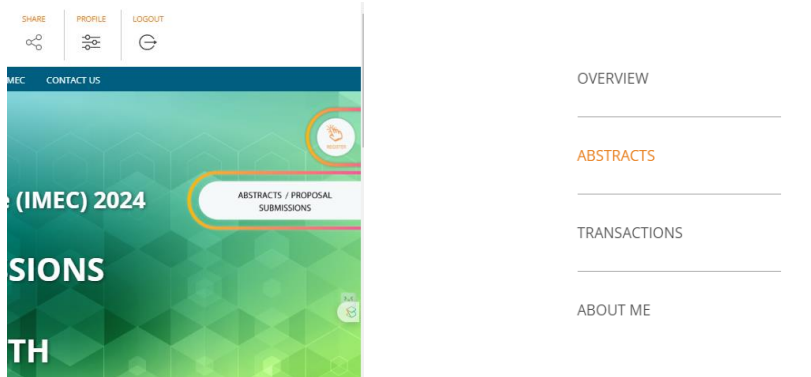


## **IMEC 2024 Abstract Submission Guide**

Below are the step-by-step instructions to submit the abstracts for the Oral/e-Poster Presentations for IMEC 2024.

1. Please ensure that you have register first before you can proceed with to the abstract submission page.
2. After you have registered and logged-in, click 'Abstracts / Proposal Submissions' button at the top-right corner of the page (as shown below). It will bring you to the dashboard. Click 'Abstracts' at the left side of the page.



3. Choose your submission. Select 'New Free Paper Abstract Submission' for Oral/E-poster. Select 'New IMU RHIME Abstract Submission' if you wish to submit for IMU-RHIME Award presentations.

### **For Oral/e-Poster Presentations**

1. Please make sure you select the appropriate information in the form below. Select the Category that is most relevant to your abstract topic.
2. Enter the presenting author's details. Only 1 (**ONE**) presenting author is allowed for each abstract.
3. Fill up all authors' names and affiliations. Ensure the entry is as per the sequence you intended. Click 'Add Author' button to add more authors.
4. Enter the title for the abstract. Make sure it is no more than 50 words.
5. Please enter your abstract in the abstract column.
  - Abstract word count should be no more than 300 words. Words that exceed 300 will not be captured in the submission.
  - Headings required for the abstract are Background, Method, Results and Conclusion.
    - i. **Background:** Indicating the objective(s) of your investigation and your research question.
    - ii. **Method:** An explanation of the study design and experimental methods used
    - iii. **Results:** Describe the observed results in summary form. Sufficient quantitative/ qualitative data should be presented. Statements like "to be completed" are not acceptable.

- iv. **Conclusion:** The conclusion should be supported by the findings within your results.
  - References are not required for the abstract.
6. Please make sure you include the Take Home Message for your abstracts in its column stating the important value/outcome of the study.
  7. Click 'Submit'.

Below are the screen captures of the form for your reference.

## Free Paper Abstract Submission Form

<b>Status</b>	<input type="text" value="Draft"/>
<b>Presentation *</b>	<input type="radio"/> Oral <input type="radio"/> E-poster
<b>Participation *</b>	<input type="radio"/> Face to Face <input type="radio"/> Online
<b>Category *</b>	<input type="radio"/> Curriculum Design <input type="radio"/> Teaching and Learning <input type="radio"/> Student Assessment <input type="radio"/> Digital Health <input type="radio"/> Governance and Leadership <input type="radio"/> Faculty Development <input type="radio"/> Professionalism & Ethics <input type="radio"/> Stakeholder Engagement

### Presenting Author

<b>Title *</b>	<b>First Name *</b>
<input type="text" value="Please select"/>	<input type="text"/>
<b>Last Name *</b>	<b>Affiliations *</b>
<input type="text"/>	<input type="text"/>
<b>E-mail Address *</b>	<b>Participation *</b>
<input type="text"/>	<input type="text" value="Onsite (at Kuala Lumpur)"/>

### Authors' Name and Affiliations

Each author's name should be listed as follows: Name, middle initial (if desired), and last name.

<b>Name *</b>	<b>Affiliation *</b>
<input type="text"/>	<input type="text"/>

Add Author

**Title \***

Not more than 50 words

Words : 0 / 50

**Abstract \***

(Not more than 300 words)

The abstract should include the following:

**Background:** Indicating the objective(s) of your investigation and your research question.

**Method:** An explanation of the study design and experimental methods used

**Results:** Describe the observed results in summary form. Sufficient quantitative/ qualitative data should be presented. Statements like "to be completed" are not acceptable.

**Conclusion:** Conclusion should be supported by the findings within your results.

Words : 0 / 300

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**Take-home Message \***

Save as draft

Submit

### **For IMU-RHIME Presentations**

1. Please make sure you select the appropriate information in the form below. Select the Category that is most relevant to your abstract topic.
2. Enter the presenting author's details. Only 1 (**ONE**) presenting author is allowed for each abstract.
3. Fill up all authors' names and affiliations. Ensure the entry is as per the sequence you intended. Click 'Add Author' button to add more authors.
4. Enter the title for the abstract. Make sure it is no more than 50 words.
5. Please enter your abstract in the abstract column.
  - Abstract word count should be no more than 300 words. Words that exceed 300 will not be captured in the submission.
  - Headings required for the abstract are Background, Method, Results and Conclusion.
    - i. **Background:** Indicating the objective(s) of your investigation and your research question.
    - ii. **Method:** An explanation of the study design and experimental methods used
    - iii. **Results:** Describe the observed results in summary form. Sufficient quantitative/ qualitative data should be presented. Statements like "to be completed" are not acceptable.
    - iv. **Conclusion:** The conclusion should be supported by the findings within your results.
  - References are not required for the abstract.
6. Please enter the extended abstract the designated column.
  - Abstract word count should be no more than 500 words. Words that exceed 500 will not be captured in the submission.
  - Headings required for the abstract are Background, Rationale of Innovation, Method, Results of Evaluation, Potential Educational Impact, Feasibility of Innovation and Conclusion.
    - i. **Background:** Indicating the objective(s) of your investigation and your research question.
    - ii. **Rationale of Innovation:** Explain the objective and rationale of innovation. Describe its originality and innovativeness.
    - iii. **Method:** An explanation of the study design and experimental methods used.
    - iv. **Results of Evaluation:** Describe the results of the evaluation of innovation.
    - v. **Potential Educational Impact:** Describe the potential immediate or long-term educational impact.
    - vi. **Feasibility of innovation:** Explain the practicality, cost-effectiveness, and acceptability by learners and/or educators.
    - vii. **Conclusion:** A succinct, clear, and compelling summary of the critical aspect of this innovative work.

- Please make sure you include the Take Home Message for your abstracts in its column stating the important value/outcome of the study.
- Click Submit.

Below are the screen-captures of the form for your reference.

## IMU RHIME Abstract Submission Form

Status	<input type="text" value="Draft"/>
Presentation *	<input type="radio"/> RHIME
Participation *	<input type="radio"/> Face to Face <input type="radio"/> Online
Category *	<input type="radio"/> Curriculum Design <input type="radio"/> Teaching and Learning <input type="radio"/> Student Assessment <input type="radio"/> Digital Health <input type="radio"/> Governance and Leadership <input type="radio"/> Faculty Development <input type="radio"/> Professionalism & Ethics <input type="radio"/> Stakeholder Engagement

### Presenting Author

Title *	<input type="text" value="Please select"/>	First Name *	<input type="text"/>
Last Name *	<input type="text"/>	Affiliations *	<input type="text"/>
E-mail Address *	<input type="text"/>	Participation *	<input type="text" value="Onsite (at Kuala Lumpur)"/>

### Authors' Name and Affiliations

Each author's name should be listed as follows: Name, middle initial (if desired), and last name.

Name *	Affiliation *
<input type="text"/>	<input type="text"/>

Add Author

**Title \***

Not more than 50 words

Words : 0 / 50

**Abstract \***

(Not more than 300 words)

The abstract should include the following:

**Background:** Indicating the objective(s) of your investigation and your research question.

**Method:** An explanation of the study design and experimental methods used

**Results:** Describe the observed results in summary form. Sufficient quantitative/ qualitative data should be presented. Statements like "to be completed" are not acceptable.

**Conclusion:** Conclusion should be supported by the findings within your results.

Words : 0 / 300

**Extended Abstract \***

(Not more than 500 words)

The abstract should include the following:

**Background:** Indicating the objective(s) of your investigation and your research question.

**Rationale of Innovation:** Explain the objective and rationale of innovation. Describe its originality and innovativeness.

**Method:** An explanation of the study design and experimental methods used.

**Results of Evaluation:** Describe the results of the evaluation of innovation.

**Potential Educational Impact:** Describe the potential immediate or long-term educational impact.

**Feasibility of innovation:** Explain the practicality, cost-effectiveness, and acceptability by learners and/or educators.

**Conclusion:** A succinct, clear, and compelling summary of the critical aspect of this innovative work.

Words : 0 / 500

Take-home Message \*

Save as draft | Submit