

## Oral Presentation Guideline

### INTRODUCTION

The abstract submission guidelines for the **IMEC2026** are intended to provide clear instructions before submitting an abstract. You are kindly requested to carefully read the guidelines stated below.

The IMEC 2026 Scientific Committee (SC) reserve the right to decline or reject any abstract that fails to comply with the requirements or that contravenes them.

The abstracts submitted need to be based on the conference theme: **Educators' Redefined: From Gatekeepers to Learning Architects**

The subthemes for the conference are as below:

- Curriculum Design
- Teaching and Learning Strategies
- Student Assessment
- Educational Technology & Artificial Intelligence
- Governance and leadership
- Faculty Development
- Value Based Education, Professionalism & Ethics

Abstract Submission Deadline: **30 April 2026**. Submissions received after this deadline will not be considered.

Abstract Acceptance Notification: 31 May 2026

### ABSTRACT STRUCTURE & HOW TO SUBMIT

#### 1. Access

Please visit <https://www.imu.edu.my/events/imec2026/register> and register to create an ID. Then, click on submit abstract to start the submission process.

#### 2. Structure

- a. Authors: Please follow instructions for all author and co-author details. Type the author's full name (First name, family name) and affiliation. Please ensure the details are accurate as the name provided will be included in the abstract book. Unless indicated otherwise, first author's name will be considered as the abstract presenter.
- b. Category: Please select the category most related to your study.
- c. Abstract title: The title should be explicit and reflecting the content of the abstract. The length should be no more than 30 words.
- d. The abstract should follow the structure below:

- 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: The essential results were observed in summary form. Sufficient quantitative data and statistical tests should be presented. Statements like "to be completed" are not acceptable.
- iv. Conclusion: Conclusion should be supported by the findings within your results.
- e. Keywords: Not more than 3
- f. Take home message: Provide the impact or take-home actions from your study in less than 50 words.

#### INSTRUCTION TO PRESENTERS.

##### 1. Duration and Interaction:

Each Oral presentation is allotted 8 minutes for the presentation itself, which will be followed by a 2-minute session for questions and discussion, facilitated by a moderator.

##### 2. Number of Presentation

Each oral presentation session will consist of no more than 6 abstracts, spanning a total time frame of 60 minutes.

##### 3. Presenters

- a. All presenters must register and pay the registration fee **31 July 2026** to ensure inclusion of an accepted abstract presentation in the programme and abstract book.
- b. All presenters are only allowed to present once abstract/presentation during the conference.
- c. In view of time and fair chance, only one presenter is allowed for each accepted abstract.

##### 4. Date of Presentation

The presentation will take place on 9<sup>th</sup> and 10<sup>th</sup> October 2026.

##### 5. Slide Design Freedom

Presenters are free to create own design as there is no conference slide template.

##### 6. Presentation Format

The format of the presentation should be set to 16:9 and in landscape orientation.

##### 7. Conflict of interest Declaration:

- a. All presentations must declare any conflicts of interest on the 2nd slide of the presentation.
- b. Text to be included in the slide to state the conflict of interest
  - i. No conflict of interest: "There are no conflicts of interest to declare". OR
  - ii. Conflict of interest: Please state in your own words what the conflict of interest is.

- c. All presenters must disclose any personal or financial relationships that could influence their work.
- 8. Text and Font Recommendations**
  - a. It is recommended that text should be no smaller than font 24; standard fonts should be used.
  - b. Please use Abstract ID as the file name when saving as a PDF. Do not use symbols or special characters (i.e. +/@/ü) in the file name.
- 9. Pre-Presentation Requirements:**

All presenters should be present at the respective presentation venue (for onsite presenters) / Zoom link (for online presenters) at least 15 minutes before the scheduled start time.
- 10. Live Streaming**

The session will not be live-streamed or recorded.

#### GUIDELINE FOR ONSITE PRESENTERS

- 1. Available Audio-Visual Equipments**

The venue is equipped with projection screen, data projector, microphone and desktop.
- 2. Submission of Presentation Files**

Presenters should provide their presentation file to the IMEC 2026 organisers in advance via one of the following methods: E-mail the presentation file to [IMEC2026@imu.edu.my](mailto:IMEC2026@imu.edu.my) with the Abstract Number before **30 September 2026 (5:00 pm Malaysia, GMT +8:00)** or Bring the presentation file on a USB device to the Secretariat Room (4<sup>th</sup> Floor) no later than 3 hours before your session starts.
- 3. Backup Copy**

Please ensure you have a copy of your presentation on a USB as a backup.
- 4. Compatibility Check**

Be aware of potential formatting issues between Mac and PC versions of Office applications. Ensure your presentation slides are checked and compatible before the session.

#### GUIDELINE FOR ONLINE PRESENTERS

- 1. Preparation of Pre-recorded Presentation**

Presenters are required to produce and provide the pre-recorded oral presentation in MP4 format.
- 2. Submission of Pre-recorded Video file**

The pre-recorded video file should be provided to [IMEC2026@imu.edu.my](mailto:IMEC2026@imu.edu.my) via WeTransfer (<https://wetransfer.com/>) by **30 September 2026 (5:00 pm Malaysia, GMT +8:00)**.

### **3. Submission of Presentation Files**

Presenters should provide their presentation file to the IMEC 2026 organisers in advance via one of the following methods: E-mail the presentation file to [IMEC2026@imu.edu.my](mailto:IMEC2026@imu.edu.my) with the Abstract Number before **30 September 2026 (5:00 pm Malaysia, GMT +8:00)** or

### **4. Pre-Presentation Requirements**

All online presenters should be present at the Zoom presentation link at least 15 minutes prior to their scheduled presentation time. Please indicate to the chairperson if you wish to present live or play the recorded presentation and attend to the live question & answer.

### **5. Duration of Pre-recorded Video Playback**

The pre-recorded video file will be played strictly for up to 8 minutes during the session, followed by 2 minutes of question and discussion, led by a moderator.