16th International Medical Education Conference 2023 (IMEC 2023)
13th - 15th October 2023
International Medical University, Kuala Lumpur

Oral Presentation – Guideline

INTRODUCTION

The abstract submission guidelines for the **IMEC 2023** are intended to provide clear instructions before submitting an abstract. You are kindly requested to carefully read the guidelines stated below.

The IMEC 2023 Scientific Committee (SC) and Advisory Board (AB) maintain the right to reject any abstract that does not meet below requirements or is in violation of them.

The abstracts submitted need to be based on the conference theme: **Student & Community Voices for Health Professions Education: Engage, Enable & Empower.**
The subthemes for the conference are as below:
- Curriculum Design
- Teaching and Learning
- Partnerships with the community
- Student Assessment
- Student Selection
- Leadership
- Student Empowerment
- Faculty Development

Oral Presentation Abstract Submission Deadline: **12 May 2023**
Oral Presentation Abstract Acceptance Notification: 30 June 2023

PRESENTATION INFORMATION
- The time allocated for each oral presentation is 10 minutes presentation followed by 4 minutes for questions and discussion, led by a moderator.
- Each oral presentation session will include a maximum of 4 presenters with a total duration of 60 minutes.
- Presenters are free to create own design as there is no conference slide template.
- Format of the presentation should be set to 16:9 and in landscape orientation.
- All presentations must declare any conflicts of interest on the 2nd slide of the presentation. Text to be included in the slide to state the conflict of interest
    - No conflict of interest: "There are no conflicts of interest to declare". OR
    - Conflict of interest: Please state in your own words what the conflict of interest is. All
    - presenters must disclose any personal or financial relationships that could influence their work.
- It is recommended that text should be no smaller than font 24; standard fonts should be used.

- 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.
- 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.
- The session will not be live-streamed or recorded.

For Onsite Presenters (at Kuala Lumpur)
- The audio-visual equipment available in the oral presentation rooms includes a projection screen, data projector, microphone and desktop.
- The presentation file should be provided to IMEC 2023 organiser in advance either
  - E-mail the presentation file to IMEC2023@imu.edu.my with the Abstract Number before **29 September 2023 (5:00 pm Malaysia, GMT +8:00)** or
  - Bring the presentation file on a USB device to the Secretariat Room (4th Floor) no later than 2 hours before your session starts.
- Please ensure you have a copy of your presentation on a USB as a backup.
- Please note that there are often formatting inconsistencies between Mac and PC versions of Office, so please ensure you have checked your presentation on a desktop before the session.

For Online Presenters
- Presenters are required to produce and provide the pre-recorded oral presentation in MP4 format.
- The pre-recorded video file should be provided to imec2023@imu.edu.my via WeTransfer (https://wetransfer.com/) before **22 September 2023 (5:00 pm Malaysia, GMT +8:00).**
- All online presenters should be present at the Zoom presentation link at least 15 minutes before the scheduled start time.
- The pre-recorded video file will be played strictly for up to 10 minutes during the session, followed by 4 minutes of question and discussion, led by a moderator.