

ORAL PRESENTATION GUIDELINES

There are **8 SESSIONS** of oral presentations, which is on **15 and 16 November 2023**, respectively. Presenters will be presenting their articles in the session according to the GHEF2023 schedule.

Please take note of the venue and the time which has been scheduled for you. The schedule can be assessed on the GHEF2023 website a week before the event commences. You are strongly encouraged to be in the presentation session and venue 30 minutes before the beginning of the session.

Total time given for one presentation session: 15 minutes.

- **10 minutes presentation**
- **5 minutes of Q&A**

The oral presentation guideline:

1. Please prepare your presentation in the format of Microsoft PowerPoint (PPT or PPTX) or portable document format (PDF)
2. Please be aware that the time given to present is only **10 MINUTES**. Please prepare your presentation slide accordingly.
3. There is no presentation template. The presenter is free to use any presentation design based on the creativity and ideas of the presenter.
4. Kindly provide the presentation slide to the secretariat by **9 November 2023, THURSDAY** at email gheforum@usm.my

IMPORTANT NOTES:

- ❖ Please visit <https://gheforum.usm.my/programmeandguideline> for the final scheduling.
- ❖ If there is an issue with the presentation schedule (change date, change time, etc.), please contact the secretariat at +604-653 5761 or email ghef@usm.my by **6 November 2023, MONDAY**. Any changes after this date will not be entertained.
- ❖ For further information, please visit <https://gheforum.usm.my/>
- ❖ For any inquiries, please contact the secretariat at +604-653 5761 or email gheforum@usm.my

POSTER PRESENTATION GUIDELINES

A Poster Session is a one-to-one informal discussion between presenters and their audience on a GHEF2023-related theme. Presenters post their research design and findings on a poster board, i.e., a brief text clearly labelled and illustrated by **photos, charts, graphs, tables**. GHEF2023 presenters will be exhibiting their posters starting on **first day of the forum** as per the GHEF2023 Programme.

Important Notes:

- ❖ **GHEF2023 will print all the posters for the poster presentation.**
- ❖ Kindly ensure that the poster is according to the **poster requirements** and **poster template**.
- ❖ The poster must be email to the secretariat at gheforum@usm.my latest by **8 November 2023**.
- ❖ The poster template is in three different formats, please use the templates accordingly.
- ❖ Please visit <https://gheforum.usm.my/programmeandguideline> for the final scheduling.
- ❖ For further explanation about your poster, we recommend you prepare an abstract of your research consisting of an outline of research design, findings, and conclusions. Please to prepare the handout for distribution (if necessary).

A. Poster Formatting

- Posters should be formatted in APA style.
- Posters should include a title, name and affiliation of the presenter(s).
- Text should be concise enough to be read in less than 10 minutes and can be seen from a distance of 4 feet.
- Poster is written and presented in **English only**.
- The participants will be allotted poster presentation time slots of 5 minutes each to talk about their research. The posters will be displayed for the entire day for informal discussion and questions.

B. Poster requirement

- The size of the poster is **A1 size (L: 594mm x H: 841mm)**. Poster must be in portrait.
- The poster must be in **high resolution**, please use the template given by GHEF2023.
- Section Headings should be at least 36 pt., bold preferred. Avoid using all capital letters. Use bulleted lists where possible instead of paragraphs. You can use italics instead of underlining, or black lettering instead of a light-coloured wording.

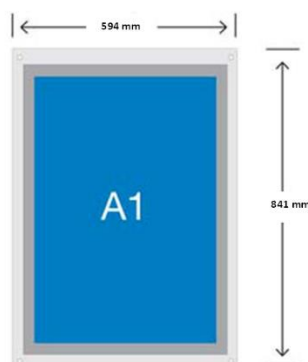


Figure 1: Size of poster presentation

C. Illustrations

- Use photos, diagrams, graphs or any other artwork as a focal point to attract attention and these should be easily visible from a distance.
- Try to make all illustrations (charts, pies, graphs, etc.) into an infographic where text is minimized and symbols are maximized.
- Avoid colours that will distract the viewer from the focal parts of your presentation.

D. The Design

- Sections and sequence of materials should be clearly indicated but kept simple. Ideally, a well-constructed poster will be self-explanatory, understandable to the viewer, freeing the presenter from answering obvious questions. Presenters can thus be available to supplement and discuss particular points of interest.
- Arrows can be used to indicate the flow of information from introduction to conclusion.
- Focus on major findings of the research and not on everything you know.

E. Selection Criteria for Best Poster Presentation

- Selection Criteria for Best Poster Presentation
 - i. Blind review
 - ii. Evaluation criteria as follows:
 1. Content of Poster
 - Catchy title reflecting content of poster
 - Research problem clearly stated
 - Context and importance of research demonstrated
 - Clear and concise materials and methods
 2. Poster Display
 - Overall appeal (balanced composition, catchy)
 - Contribution of colours to understanding, not distracting
 - Font (size, style, quality)
 - Highlighting of major concepts
 - Legible pictures, figures and legends (size, font, contrast)
 3. General
 - Straight story line in a logical order
 - Simplicity appropriate for audience
 - Clear 'take home message'

