A. <u>NOTICE TO AUTHORS & PRESENTERS</u>

1. We welcome **extended abstract** on all aspects of public health medicine.
2. All extended abstract will undergo blind peer review before being accepted and eligible for presentation at the conference.
3. Presenter must be a registered participant of the conference.
4. Deadline for extended abstract submission is: **15ᵗʰ May 2023.**
5. Decision on extended abstract acceptance date: **1ˢᵗ - 15ᵗʰ June 2023.**
6. Submit your extended abstract as MS Word attachment via https://pppkam.org.my/abstract-submission/ .
7. Complete the field required on the Author Dashboard.
8. Select your category of topic out of three main groups below:
   a. Epidemiology (NCD/CD)
   b. Family Health/Health Management/Social Science
   c. Occupational Health/Environmental Health/Others
9. Select your choice of presentation; either oral or e-poster.
10. Accepted extended abstract will be published in Vol. 23 No. Suppl. 1 (2023), Malaysian Journal of Public Health Medicine (MJPHM) - SCOPUS indexed journal (Impact Factor 0.6).
11. Deadline submission of Power Point slide (oral presenter): **9ᵗʰ July 2023.**
12. Deadline submission of PDF A0 poster (e-poster presenter): **30ᵗʰ June 2023.**
13. Kindly refer Appendix 1 for Sample of Extended Abstract and Appendix 2 for Abstract Submission Flow.
14. Any inquiry regarding extended abstract submission, please email to scientific@pppkam.org.my

B. <u>GUIDELINE FOR EXTENDED ABSTRACT</u>

General
1. The abstract must be submitted in MS Word Format (PDF format is not accepted).
2. The abstract must be written in British English language.
3. Font type: Trebuchet MS.
4. The abstract should not exceed 3 pages (including graphs, images and tables).
5. The total word count should be in between 500 to 1000 words.
6. The full term for which an abbreviation or acronym stands should precede its first use unless it is a standard use or unit of measurement.

Abstract Layout
1. Size of the font
a. Title	:	14.0 point
b. Authors list	:	12.0 point
c. Affiliations	:	11.0 point
d. Corresponding author's email	:	11.0 point
e. The main text of abstract	:	12.0 point
2. Single-line spacing and aligned "justified".
3. Margins for left, right, top and bottom should be 2.54 cm (1 inch).

Format
Extended abstracts should follow the structured format; with the subheadings of
1. Summary : max 100 words
2. Keywords : 5 keywords
3. Introduction : max 150 words
4. Materials and Methods : max 150 words
5. Results and Discussion : max 300 words
6. Conclusion : max 50 words
7. Acknowledgments : optional
8. References : max 5 references

Figures and Tables
1. Maximum of 3 figures that include any combination graphs, images and tables
2. Graphs and images should be in an acceptable resolution range (at least 300 dpi).
3. Tables should be formulated in MS Word and not in an image format.
4. Figures and tables should be incorporated into the text.

C. <u>GUIDELINE FOR PRESENTATION</u>

Guidelines for Oral Presentation
1. Presentation should be a brief discussion of a focused topic.
2. Each presenter will be given **7 minutes for presentation and 3 minutes for question and answer.**
3. Use appropriate font size for the presentation.
4. Please email the Power Point presentation slide once your abstract has been accepted to scientific@pppkam.org.my before **9ᵗʰ July 2023**.

Guidelines for e-Poster Presentation
1. E-poster should be in portrait orientation and size A0 (841 × 1189 mm or 33.1 × 46.8 inches), readable text size (minimum 16 pt).
2. The e-Poster should be in English only.
3. The presentation must cover important material that is presented on your accepted extended abstract.
4. Place the title of your paper at the top of the poster. Indicate the paper's title, authors' names, poster ID (left upper corner), and logo/photo (right upper corner).
5. Please underline the name of the presenting author.
6. Organize the paper, so it is self-explanatory.
7. Please submit e-poster via your conference dashboard once your abstract has been accepted before **30ᵗʰ June 2023**. E-poster should be in Portable Document Format (.pdf) and not more than 2MB.