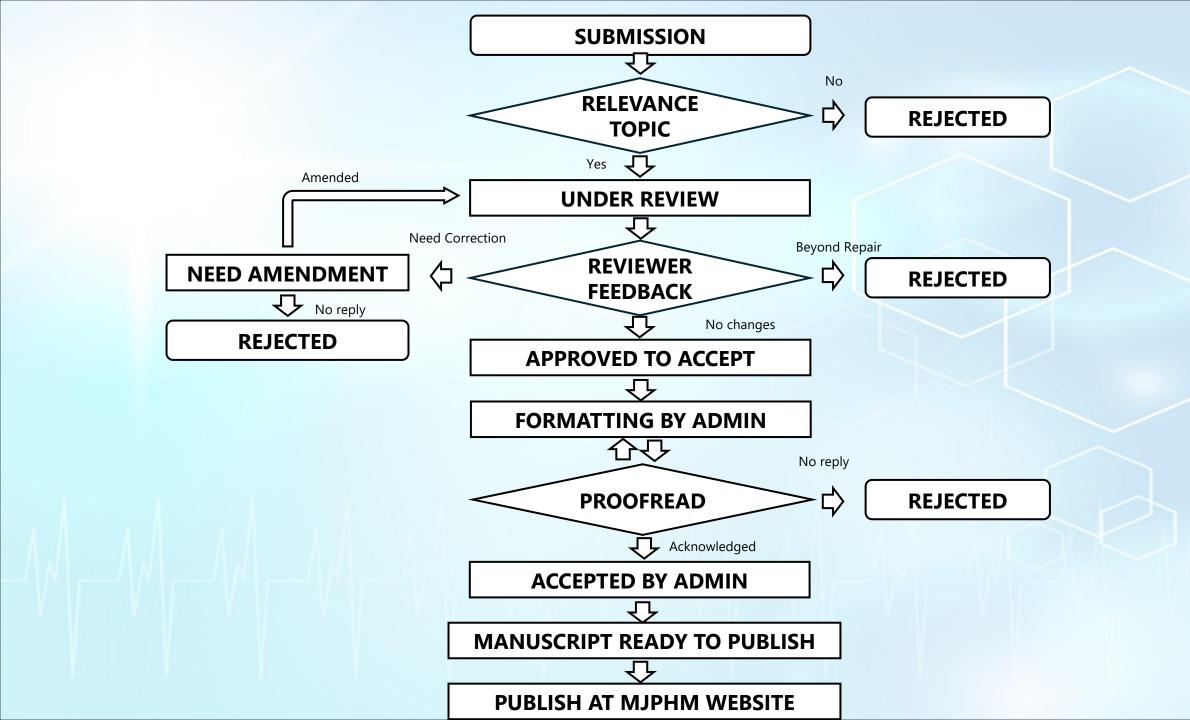
FLOW FOR MANUSCRIPT PUBLICATION



FLOW FOR ORAL PRESENTATION & E-POSTER DISPLAY

SUBMIT PRESENTATION FILE upon approval via

https://forms.gle/eJhx3CVhGNBwfMN27



SY

PPTX SLIDE PRESENTATION

PRESENTATION SCHEDULE



ORAL PRESENTATION WITH JUDGES



ANNOUNCEMENT OF ORAL PRESENTATION WINNER

JPEG E-POSTER



JUDGING E-POSTER. NO PRESENTATION



E-POSTER PANEL DISPLAY



ANNOUNCEMENT OF E-POSTER WINNER



IMPORTANT DATE

DETAILS	IMPORTANT DATE
Open Registration as Participants	1 February 2025
Open for Abstract Submission	1 February 2025
Close for Abstract Submission	30 April 2025
Decision for Abstract Submission	15-31 May 2025
Deadline for e-Poster Submission	20 June 2025
Deadline for Slide Presentation Submission	30 June 2025

GUIDELINE FOR ABSTRACT SUBMISSION

General

- The abstract must be submitted in MS Word Format (PDF format is not accepted).
- The abstract must be written in British English language.
- Font type: Trebuchet MS.
- The abstract should not exceed 3 pages (including graphs, images and tables).
- The total word count should be in between 500 to 1000 words.
- 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

Size of the font

• Title : 14.0 point

Authors list : 12.0 point

Affiliations : 11.0 point

Corresponding author's email: 11.0 point

The main text of abstract : 12.0 point

Single-line spacing and aligned "justified".

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

9. References Style : Modified Vancouver.

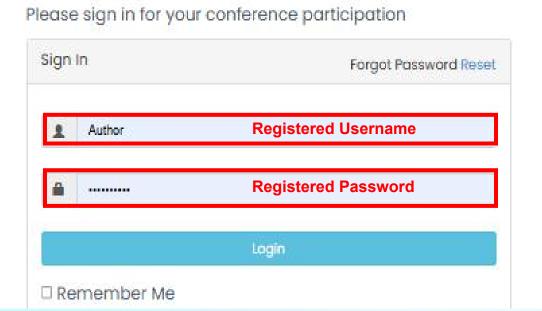
Figures & Tables

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

STEP BY STEP FOR AUTHORS

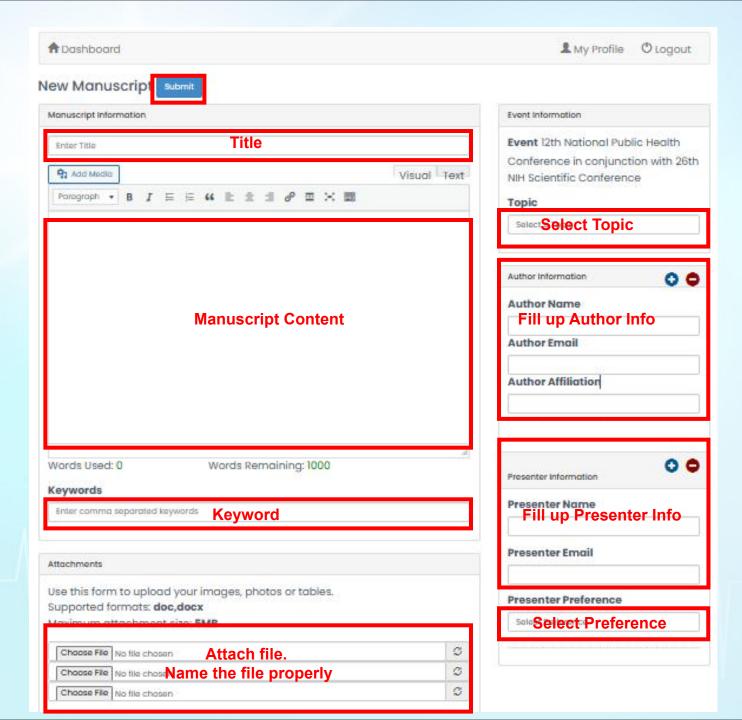
PROCESS	DETAILS	STATUS	NOTIFY BY EMAIL	DOCUMENT
Registration	- Register as presenter & complete payment	Presenter	Ticket & Payment Receipt	Ticket & Payment Receipt
Submission	 Sign in to https://pppkam.org.my/abstract-submission/ with registered email & password Click NEW MANUSCRIPT at Dashboard Select Topic Fill up Author & Presenter Info Select Presenter Preference Fill up the manuscript title Fill up the manuscript content (max 1000 words) Fill up keywords Rename file to "New <ddmmyyyy> <abstract title=""></abstract></ddmmyyyy> Attach FULL manuscript SUBMIT manuscript 	New Status: Pending Assign to Reviewer	Acknowledgement of Manuscript Submission	Attached New Manuscript

Sign in to https://pppkam.org.my/abstract-submission/ with registered email & password

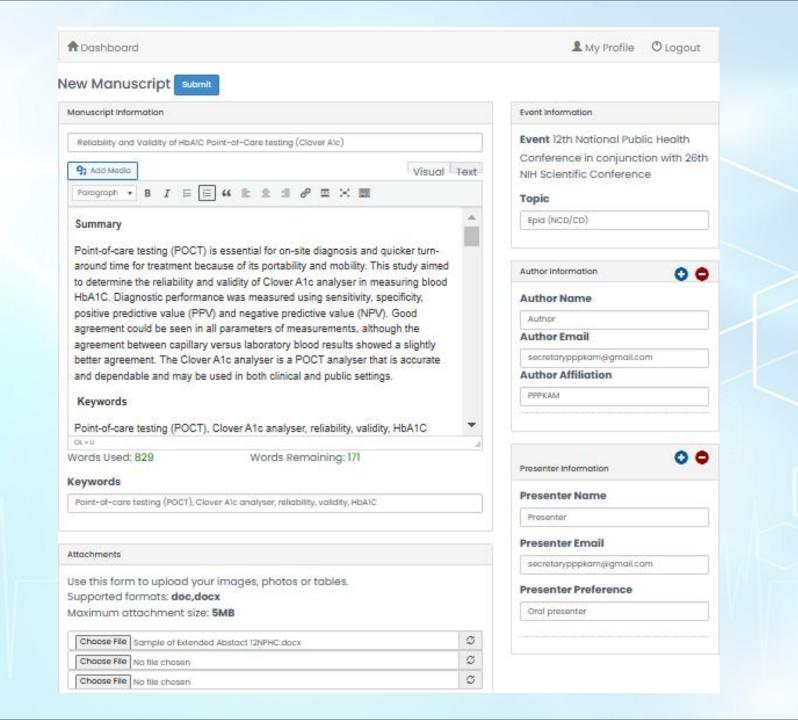


Click "New Manuscript" at Dashboard

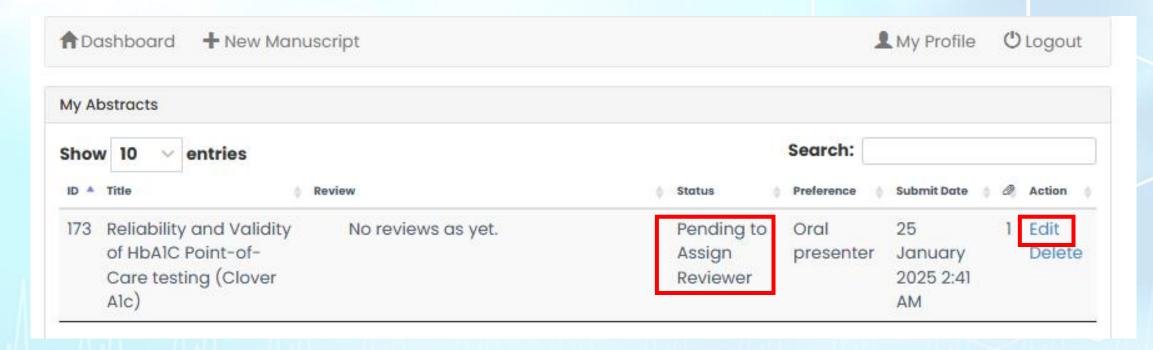




- a. Select Topic
 - Epidemiology (NCD/CD)
 - Family Health/Health Service Management
 - Occupational Health/Environmental Health/ Social and Behavioral Science/ Others
- b. Fill up Author & Presenter Info
 - Name
 - Email
 - Affiliation
- c. Select Presenter Preference
 - Oral Presentation
 - e-Poster
- d. Fill up the manuscript title
- e. Fill up the manuscript content (max 1000 words)
- f. Fill up keywords
- g. Rename file to "New <ddmmyyyy> <Abstract Title>
- h. Attach FULL manuscript
- i. SUBMIT manuscript

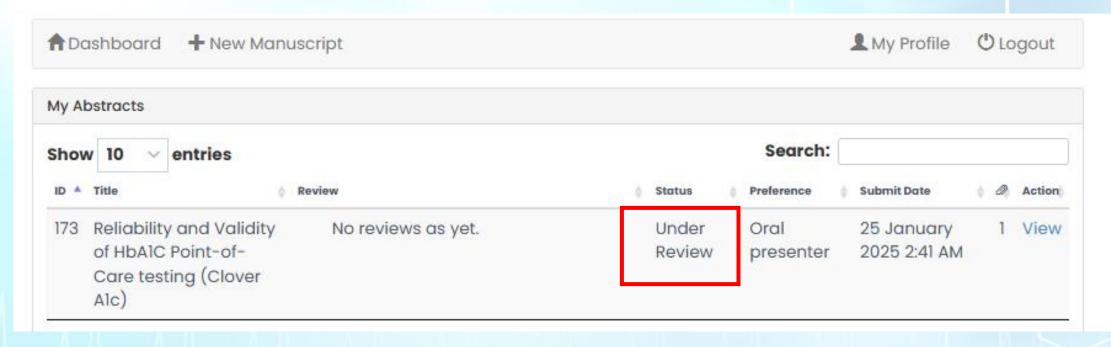


Author still can edit the submission before the status change to "Under Review"

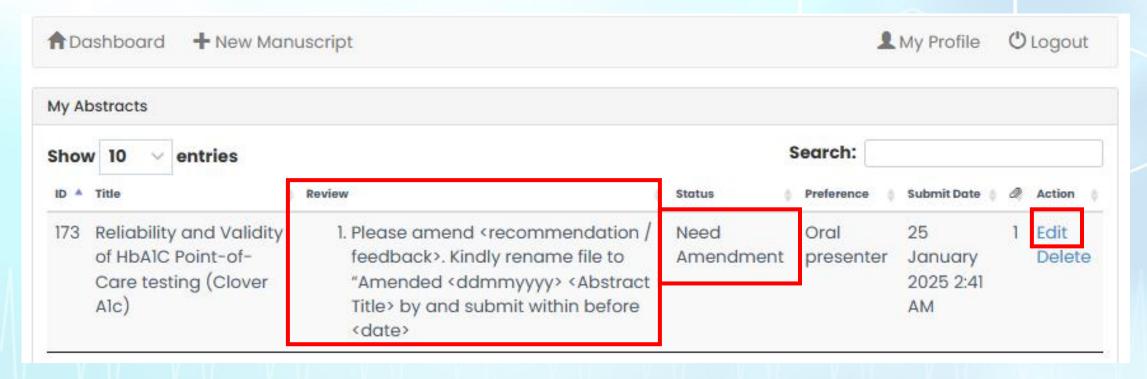


PROCESS	DETAILS	STATUS	NOTIFY BY EMAIL	DOCUMENT
Under Review	 Check out status change by system from dashboard Waiting for reviewer response Cannot amend the manuscript during this phase 	Under Review	Notification: Manuscript is Under Review	
Need Amendment	 View and check manuscript from dashboard Amend as per feedback within a week Use track changes document for easy tracking REMOVE File & REPLACE with UPDATE latest file Rename file to "Amended <ddmmyyyy> <abstract title=""></abstract></ddmmyyyy> Attach FULL amended manuscript SUBMIT manuscript Status changed from Need Amendment → Pending Assign Reviewer 	Need Amendment	Notification: Request to Amend Manuscript	"Amended <ddmmyyyy> <abstract title=""></abstract></ddmmyyyy>

Author cannot amend the submission before the status change to "Under Review"

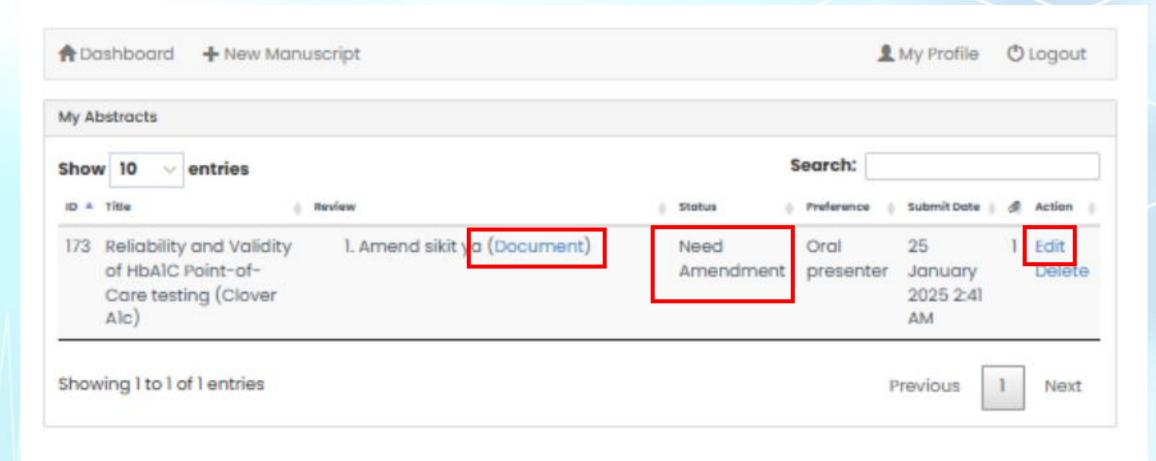


When the status change to "Need Amendment", author can view reviewer feedback under column "Review" and edit the manuscript accordingly

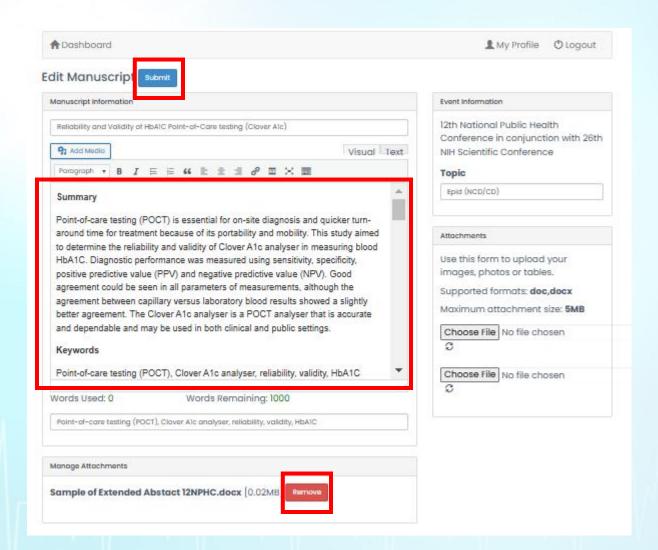


Example: Without attachment

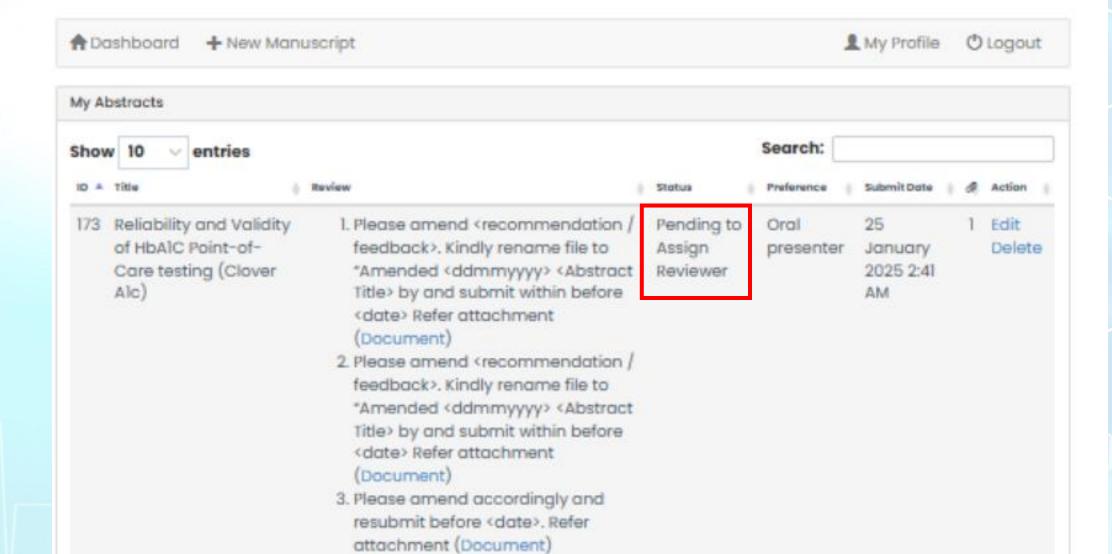
When the status change to "Need Amendment", author can view reviewer feedback under column "Review" and edit the manuscript accordingly. Amend directly by using the attachment provided by Reviewer



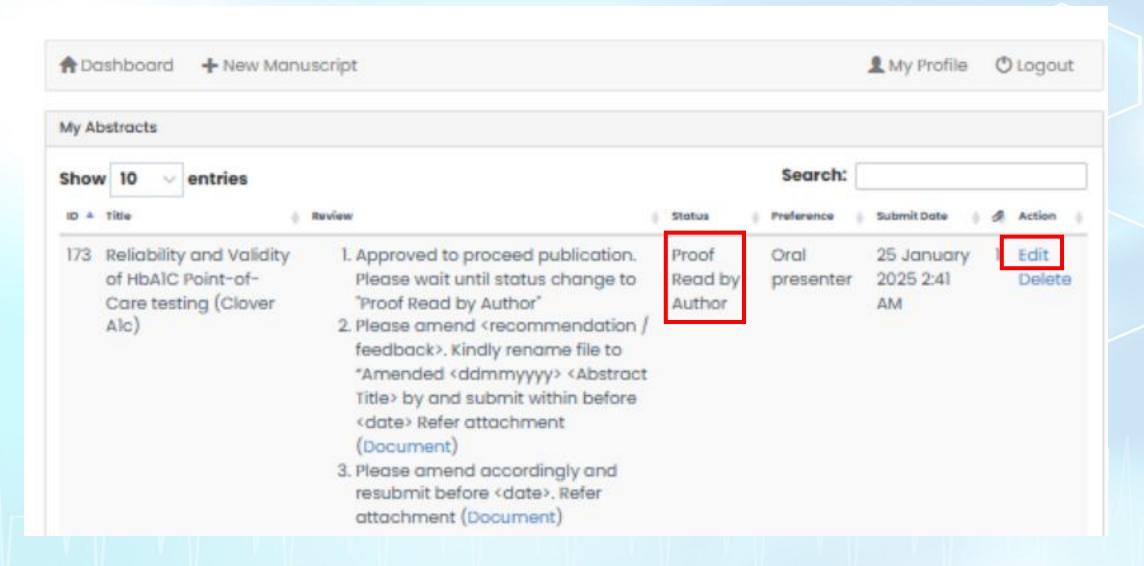
Example: With downable attachment



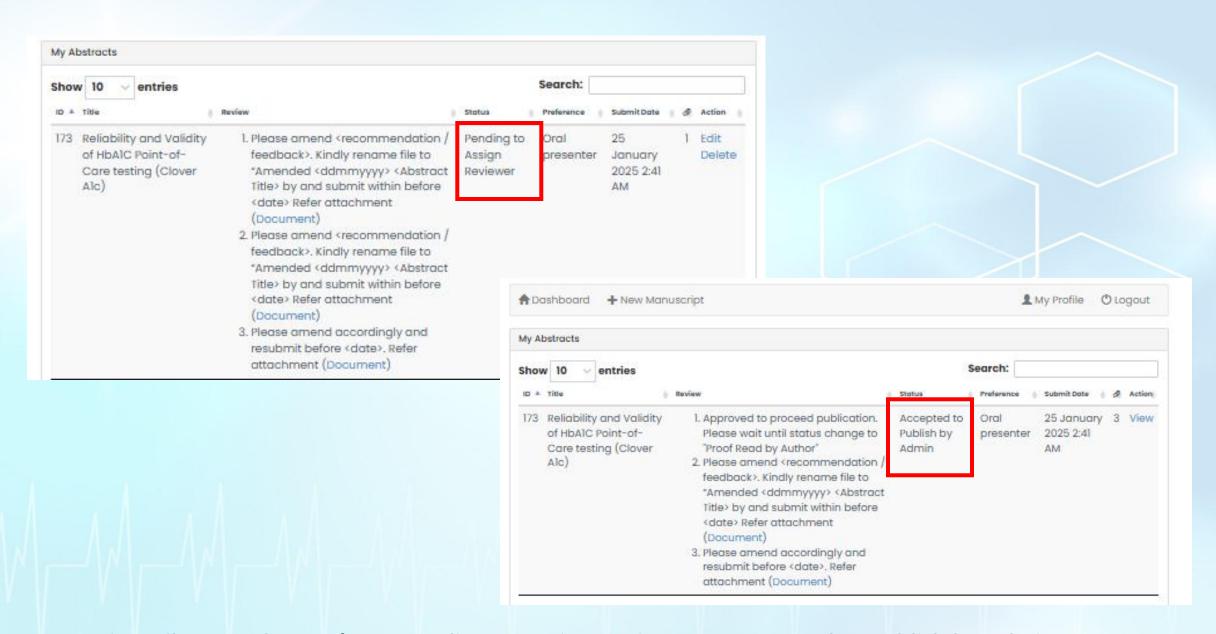
- a. Use track changes document for easy tracking
- b. REMOVE File & REPLACE with UPDATE latest file
- c. Rename file to "Amended <Abstract Title>"
- d. Attach FULL amended manuscript
- e. SUBMIT manuscript



PROCESS	DETAILS	STATUS	NOTIFY BY EMAIL	DOCUMENT
Approve to Accept	 Status change by system from Under Review to Approve to Accept 	Approved to Accept	Acknowledge: Approve to Accept	
Proofread by Author	 Acknowledge the final formatted version Add note or email to scientific@pppkam.org.my if you have any changes during this phase 	Proofread by Author		Formatted version with Publication ID: EPIDOPyyy/xxx EPIDPPyyy/xxx FHHMOPyyy/xxx FHHMPPyyy/xxx OHEHOPyyy/xxx OHEHPPyyy/xxx
Accepted by Admin	Standby to prepare PPTX slide presentation or JPEG e-poster.Publication link will be share during event	Accepted by Admin	Notification: Manuscript Acceptance	
Rejected by Admin	- No further action need	Rejected by Admin	Notification: Manuscript Rejection	



Acknowledge the final formatted version in attachment and SUBMIT. Please email to scientific@pppkam.org.my if you have any changes at this phase to avoid error at publication stage



Wait until status change from "Pending to Assign Reviewer to "Accepted to Publish by Admin". Presenter also can start to prepare PPTX slide or JPEG e-Poster at this stage.

PROCESS	DETAILS
Presentation Submission	 Submit the presentation https://forms.gle/eJhx3CVhGNBwfMN27 Deadline PPTX slide for oral presentation is before 30 June 2025. Deadline JPEG e-poster before 20 June 2025. Include Poster ID at top left and logo at top right Will reject both publication and presentation after the deadline
Slide Presentation (oral presenter)	 Presentation should be a brief discussion of a focused topic. Each presenter will be given 7 minutes for presentation and 3 minutes for question and answer. Use appropriate font size for the presentation.
E-Poster presentation	 E-poster should be in portrait orientation (Ratio 9:16), Resolution: 1920 x 1080. The e-Poster should be in English only. The presentation must cover important material that is presented on your accepted extended abstract. 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). Please underline the name of the presenting author. Organize the paper, so it is self-explanatory.



12th National Public Health Conference in conjunction with 26th NIH Scientific Conference

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General Enquiry & Registration	nphc@pppkam.org.my
Payment & Treasurer	treasury@pppkam.org.my
Scientific Committee	scientific@pppkam.org.my