

## RULES AND REGULATIONS OF PRESENTATION

1. Presenter needs to save the **presentation file** in a laptop provided in the presentation room after completing the registration.
2. Presenter needs to ensure the presentation file has been saved successfully in the laptop.
3. Presenter should be in the presentation room until the session is completed.
4. Presenter should introduce the research title during introductory session.
5. Presenter must comply with allocated time; **15 minutes. 10 minutes** for presentation and **5 minutes** for question and answer session.
6. First reminder will be at the 7 minutes of the presentation. Presenter should pay attention to CO-CHAIRPERSON which will lift the cue card.
7. Second reminder will be at the 9th minutes of the presentation. CHAIRPERSON will stop the presentation session at the 10th minutes for the question and answer session.
8. If the 5 minutes Q&A session is insufficient to clarify any questions, the presenter may personally meet with the audience after the presentation.
9. Laser pointer will be provided to the presenter to facilitate the presentation.
10. **Certificate** will be given after the presentation session.

## ADDITIONAL INFORMATION

The QR code will be given during registration session to view the research abstract. Kindly to download QR code reader/scanner app from Play Store or App Store into your smartphone.

### **Steps to use QR Code Reader/Scanner:**

Step #1: Install the QR code reader/scanner app.

Step #2: Open the application.

Step #3: Now, you just need to point your device's camera at the given QR Code.