

Abstract Submission Guidelines

Abstracts must be submitted to one out of a range of topic tracks that are offered. Submitting authors are requested to check the entire list of tracks carefully so as to ensure they submit to the most appropriate track.

Each track will be chaired by two track chairs appointed by the Scientific Committee. The track chairs will assess the submissions within their tracks. The Scientific Committee has the final decision on the inclusion of abstracts and on the final presentation format.

Types of studies can be:

- Qualitative study
- Quantitative study
- Literature review
- Scoping review
- Systematic review

Abstracts should include the following:

- **Title** (15 words or fewer)
- **Author(s) details** (name and affiliation): First name(s) followed by surname(s); Institution of affiliation, country. The first author is the presenting author. Please include the email address of the first author.
- **Aim of study**
- **Methodology**
- **Summary of findings/results**
- **Significance / contributions of study**
- **Conclusion**

The main body of text should be no longer than 200 words

- Abstract should be written in English with satisfactory grammar and spelling
- All abstracts should be written in MS Word format (DOC or DOCX), and please save your abstract using this format: "PUC2023-yourFullName.doc"
- All abstracts must be submitted to pu_rmc@perdanauniversity.edu.my
- **Please note that presenting authors of all accepted abstracts must register and pay the conference registration fee by the deadline for conference registration.**
The abstracts of authors who fail to do so will be removed from the programme and will not be published in the Perdana journal.

Oral Presentation (In-person)

- Oral presentations will last for a total of 15 minutes (10 minutes presentation and 5 minutes for questions)

Oral Presentation (Virtual)

- Virtual oral presentations will need to be pre-recorded on video (maximum duration 10 minutes)
- The presentation video will be played during the conference. Presenters will need to be online during their slot for the question & answer session
- Submit your video to pu_rmc@perdanauniversity.edu.my
- Deadline for video submission is September 1, 2023

Poster Presentation (In-person)

- Print a high-resolution copy of your poster to present at the conference
- The maximum poster size is 44" x 44" (112cm x 112cm).
- Use easily read font type and size. Suggested minimum font sizes:
 - Title: 36 point type
 - Body should be double-spaced text: 15 point type
- Your poster should include:
 - The paper title and all authors at the top of the poster
 - A brief introduction, goals, experimental detail, conclusions, and references; presented in a logical and clear sequence
 - Explanations for each graph, picture, and table

Poster presentation (Virtual)

- The poster can be accompanied with a short 3-minute video presentation. Submit your poster in video format.
- The video will be played during the conference. Presenters will need to be online during their slot for the question & answer session
- Submit your video to pu_rmc@perdanauniversity.edu.my
- Deadline for poster submission is September 1, 2023

Pre Recording Your Presentation in Zoom

Creating a Zoom account

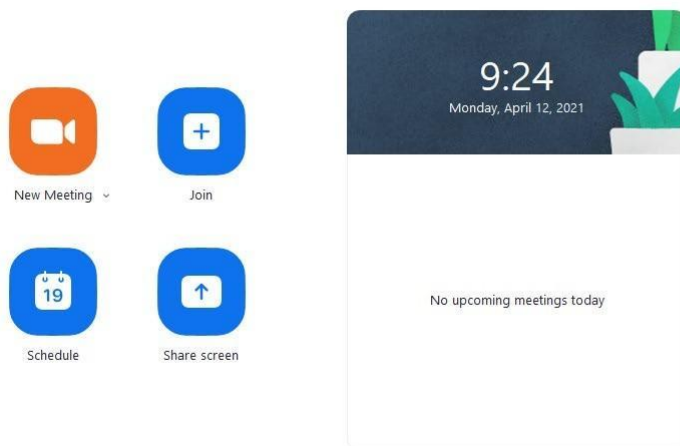
Please ensure that you have created a Zoom account, and installed the Zoom application on your device.

Create a Zoom account here: <https://zoom.us/signup>

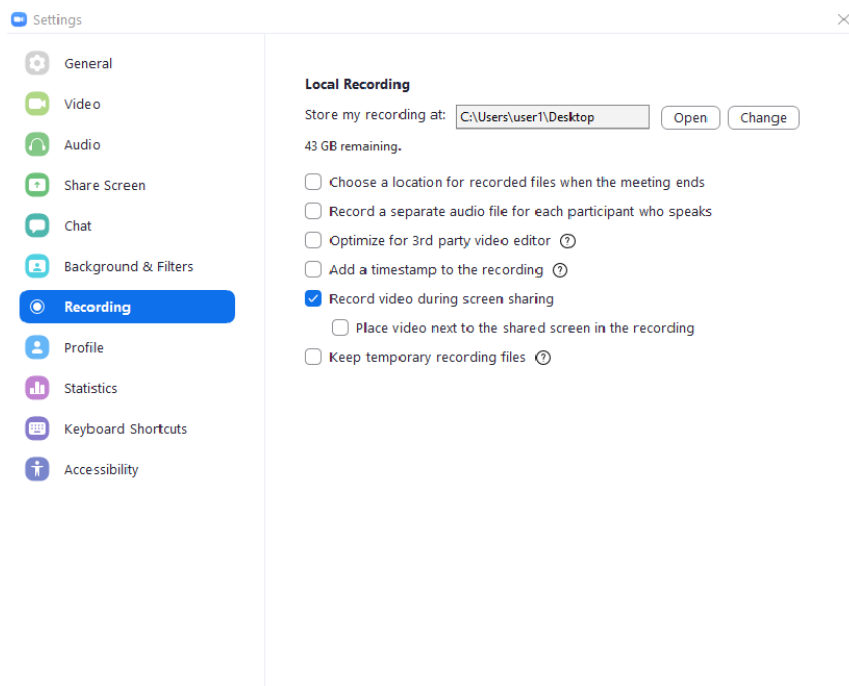
The Zoom application will ask to be installed the first time you join a Zoom meeting; you can also download the Zoom Client for Meetings manually if you wish here: <https://zoom.us/download>.

Recording of your presentation

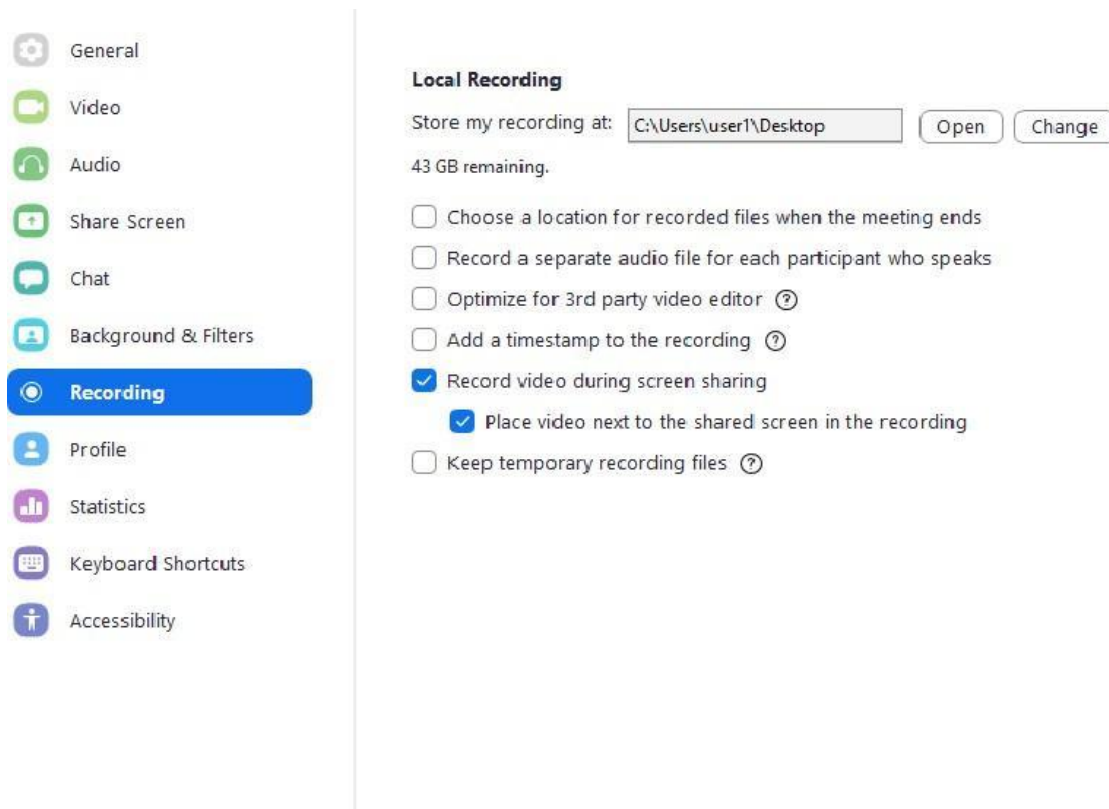
Open the Zoom app, then press on Settings (top right corner) and the "Recordings".



Select the folder you want the video to be stored and be sure that Local Recordings is on.

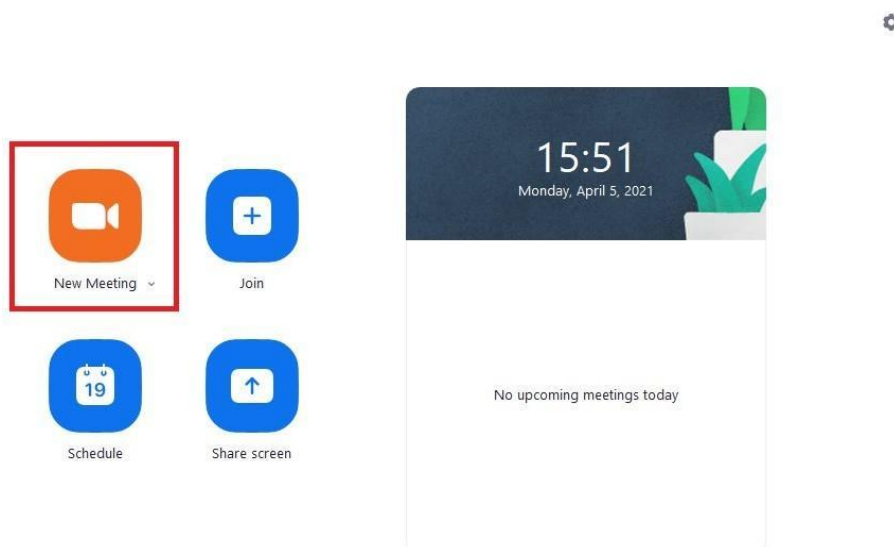


If you want your video to appear during the screen sharing, select the box “Place video next to the shared screen in the recording.”



The image shows the Zoom settings interface, specifically the 'Recording' tab. On the left is a navigation menu with icons and labels for: General, Video, Audio, Share Screen, Chat, Background & Filters, Recording (highlighted in blue), Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main content area is titled 'Local Recording'. It shows the recording location as 'C:\Users\user1\Desktop' with 'Open' and 'Change' buttons. Below this, it indicates '43 GB remaining.' There are several checkboxes: 'Choose a location for recorded files when the meeting ends' (unchecked), 'Record a separate audio file for each participant who speaks' (unchecked), 'Optimize for 3rd party video editor' (unchecked), 'Add a timestamp to the recording' (unchecked), 'Record video during screen sharing' (checked), 'Place video next to the shared screen in the recording' (checked), and 'Keep temporary recording files' (unchecked). Each unchecked checkbox has a help icon (question mark in a circle).

Click on “New Meeting , and follow the instructions to download and run Zoom or wait for the meeting to generate.



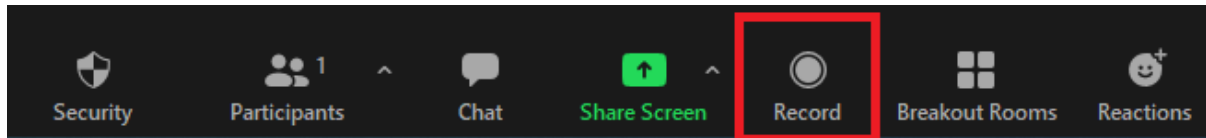
The image shows the Zoom home screen. At the top right, there is a gear icon for settings. Below it, there are four main action buttons: 'New Meeting' (with a video camera icon and a dropdown arrow), 'Join' (with a plus sign icon), 'Schedule' (with a calendar icon showing '19'), and 'Share screen' (with an upward arrow icon). The 'New Meeting' button is highlighted with a red square. To the right of these buttons is a large white card with a dark blue header. The header displays the time '15:51' and the date 'Monday, April 5, 2021' next to a green plant icon. The main body of the card contains the text 'No upcoming meetings today'.

Be sure that your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.

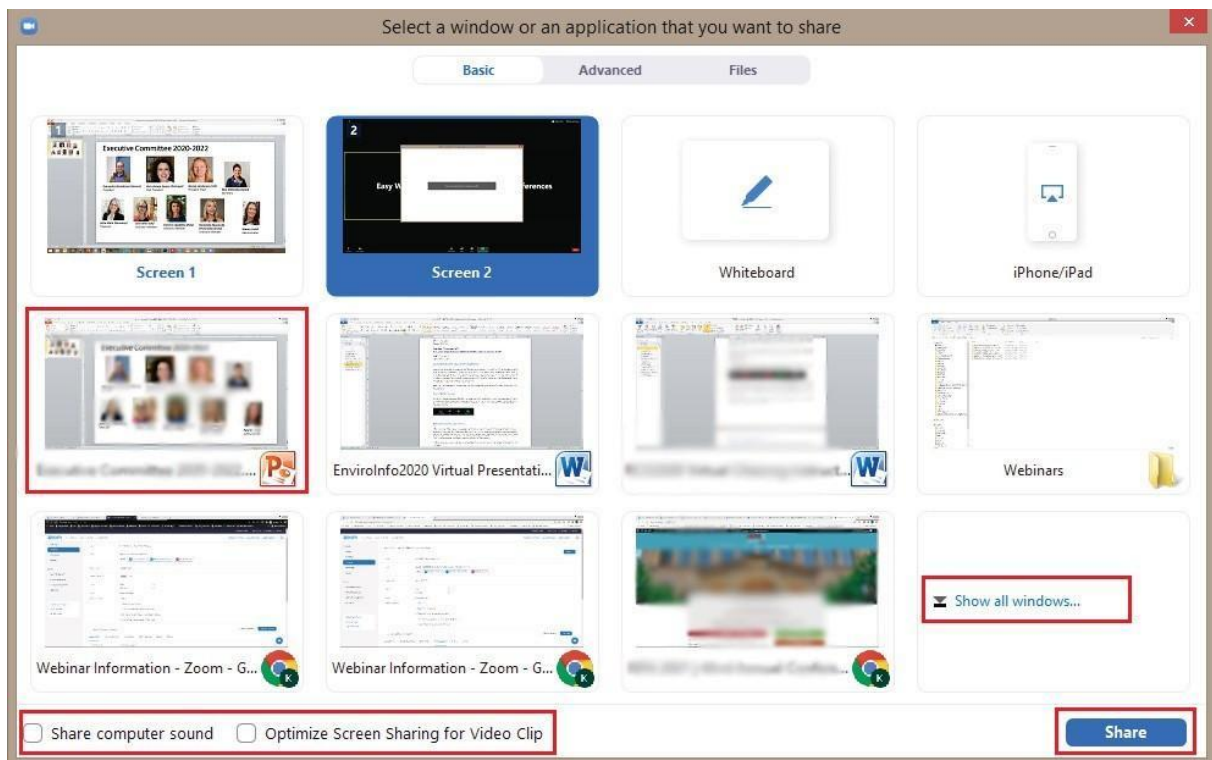
The size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.

Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording to guide the viewer to the point of your presentation you are referring.

Press the “Record” button.



Select “Share Screen” and begin your presentation.



If your presentation has a video, ensure that you click on the two options at the bottom left (Share Computer Sound and Optimize Screen Sharing for Video).

Once you have finished your presentation, you can select “Stop Record” and then end the meeting, or simply end the meeting—which will stop the recording. It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.

Once the recording conversion is complete, you will see three different files: .m4a, .m3u, and .mp4. You will only need to upload the .mp4 file as that file incorporates Audio, Camera and Content Slides (PowerPoint) all in a single file.

Helpful Hints

- Test your Zoom connection ahead of time, especially your audio and video
- Ensure your microphone, headphone or speakerphone is near you.
- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.