

## **Dear SEAJCCM 2024 speakers and presenters,**

We are excited to meet you at Royal Chulan Kuala Lumpur for SEAJCCM 2024. To ensure smooth registration and presentation process, it is highly appreciated that all speakers and presenters can follow the guidelines as provided below:

### **REGISTRATION GUIDELINES**

- Participants are encouraged to check their Registration ID prior to the registration. Please state your Registration ID to the secretariat at the registration counter when you register.
- Registration counter will be opened at 0800 – 0830 (GMT+8) on August 13th and 14th, 2024.
- Participants are required to register before their oral presentation session.
- Participants who have not finalized their payment will be transferred to the finance section for registration. Please bring necessary financial documents/proof of transaction required.
- Please wear your name tag all time during the conference.
- Certificate of participation will be emailed after the conference

### **POSTER PRESENTATION**

- Participants are highly encouraged to use the template of this conference to prepare for the slide presentation.
- The size of the poster is A1.
- The presentation session will be on the first day (August 13<sup>th</sup>, 2024), from 1430-1615 (GMT+8). Speakers will be given 10 minutes for presentation and 5 minutes for Question and Answer (QnA) session).
- Please bring together any items to (e.g. tape) required to stick your poster on the board.

### **PLENARY AND KEYNOTE SPEAKERS**

- Speakers are required to upload the slide presentation before 1200 (GMT+8), August 12th, 2024 to Google Drive ([https://drive.google.com/drive/folders/176glxKBJ0iHX\\_jPMw80Rk4r-ZpM8xPWp?usp=drive\\_link](https://drive.google.com/drive/folders/176glxKBJ0iHX_jPMw80Rk4r-ZpM8xPWp?usp=drive_link)). Please select the correct folder before uploading your slide presentation.
- Speakers will be given 30 minutes of presentation.
- Speakers are highly encouraged to use the template of this conference to prepare for the slide presentation.
- Please name your presentation by using the following format: Plenary/ Keynote Speaker 01\_Name (e.g. Keynote Speaker 3\_Danu Chotikapanich)

### **INVITED SPEAKERS AND PRESENTERS**

- Speakers are required to upload the slide presentation before 1200 (GMT+8), August 12th, 2024 to Google Drive ([https://drive.google.com/drive/folders/176glxKBJ0iHX\\_jPMw80Rk4r-ZpM8xPWp?usp=drive\\_link](https://drive.google.com/drive/folders/176glxKBJ0iHX_jPMw80Rk4r-ZpM8xPWp?usp=drive_link)). Please select the correct folder before uploading your slide presentation.

- Speakers will be given 12 minutes for presentation and 3 minutes for Question and Answer (QnA) session).
- Speakers and presenters are highly encouraged to use the template of this conference to prepare for the slide presentation.
- Please name your presentation by using the following format: ID No.\_Name (e.g.ID-62\_Khoo Pui San)

For all presenters and speakers, a laptop and pointer will be prepared in each session. Please wear formal attire for the presentation session.

Looking forward to seeing you in Kuala Lumpur, Malaysia soon.

Best Regards,  
ORGANIZING COMMITTEE OF SEAJCCM 2024