GUIDELINES ON POSTER PRESENTATIONS

GENERAL SUBMISSION RULES

- Author must submit abstract for posters presentation.
- Authors may submit up to 3 abstracts but present only 1 abstract (for example: 1 abstract as presenting author and 2 abstracts as author).
- All abstracts must be prepared and presented in English only.
- Abstract shall not be longer than 250 words.
- Abstract title must be less than 10 words and express the research essence or the case report.
- Name, last name, title, institution, city and contact details of authors shall be stated clearly.
- Abstract body shall not include any indication of the personal details of authors.
- Abstract body shall not include any reference to commercial products or techniques unless necessary.
- Avoid reference to institution names, locations, or funding sources in the abstract.
- Abstract shall include specific sections according to the type of poster presentation (see below).
- No tables, charts or graphics shall be included in the abstract.
- The abstract has not been submitted and accepted at another national or international scientific meeting.

ONLINE ABSTRACT SYSTEM PROCEDURE

- Authors/submitters shall open an account on the online abstract system with a username and a password.
POSTER PRESENTATION INSTRUCTIONS

- For each poster, the author will be provided with a 4' x 4' (1220mm x 1220mm) poster board area.
- Poster size is A1: 841mm (2'7'') (height) x 594mm (1'9'') (width).
- The Scientific Programme Committee will provide velcro tape during poster mounting session (will be notified at later date). DO NOT use your own tape/adhesive material to mount your poster.
- DO NOT write or paint on the poster boards. DO NOT use nails, pushpins, screws, or any tools that will puncture the poster boards.
- Check your Poster Presentation Number on the upper right corner of poster board. The Scientific Programme Committee will email this number to you after your registration and confirmation of payment.
- Confirm your Abstract number and presentation time on the latest schedule in the website.
- DO NOT remove the number sign, since others will need to use that information to find their poster location throughout the conference.
- Presenters are REQUIRED to be at the poster board during presentation time. Co-authors and/or mentors may be available to assist in answering questions. However, they may not present the paper.
- Presenters will be notified of the poster set-up and poster removal time.
- The time limit for each presentation is 10 minutes verbal presentation followed by a 5 minutes discussion. All presentations will be in English only.
- Posters must remain on the board until the time specified.
- The RMFP committee will not be responsible for posters and materials left on poster boards after the last day of the conference.
POSTER DESIGN

The presentation must cover the same material as the abstract submitted.

Use the following instructions to prepare the poster:

Abstract content/sections:

A. FOR CASE REPORT ABSTRACTS

1. Title
Abstract title must be less than 10 words. The initial letter of the title must be capitalized. It should express the researches essence (concise summary) and should convince the reader that the topic is important, relevant, and innovative. It is not necessary to describe everything about the case in the title.

2. Introduction
The case report abstract begins with a short introduction. It describes the context of the case and demonstrates its relevance or importance.

3. Case Description
Case Reports needs to represent treatment approaches to dealing with specific clinical problems in relation to management of maxillofacial patients. When reporting the case, comply the essential guidelines of medical/dental communication; describe in sequence the medical and/or dental history, physical examination, investigative study (studies), and the progress and outcome. Product trade names used in the case treatment must be accompanied by a generic term, and followed by the manufacturer in parentheses.

4. Discussion
The principal objective of the discussion is to review why decisions were made and summarize the lesson from the case. Clinical considerations should be included by a brief description of the clinical materials and techniques.
employed. Not uncommonly, reports from the literature, or their absence, are cited that either directly support or contradict the findings of the case. The best-case report abstracts are those that give a small number of learning points in clear and concise language.

5. Conclusion/clinical significance:
In a few sentences, the clinical importance and implications of the research or clinical technique should be discussed and included, and if applicable, its relevance to clinical dentistry.

The abstracts submitted must be written in appropriate English. It is the author’s responsibility to ensure this by either having sufficient English language skills or by obtaining the services of an English-as-second-language expert.

B. FOR ORIGINAL STUDY ABSTRACTS
1. Title
Abstract title must be less than 10 words. The initial letter of the title must be capitalized. It should express the research essence (concise summary) and should convince the reader that the topic is important, relevant, and innovative.

2. Aim or purpose
In one brief sentence, provide the rational for the investigation and/or the question to be answered.

3. Materials and methods
The experimental conditions should be reported briefly (i.e. age group, nature of the animals, sex, and approval from the Ethics Committee at the presenter’s institution). The clinical approach should be precise, and the period of time studied taken into account in the interpretation. The methods used should also be clearly indicated (i.e. image analysis, biochemical data,
histological, immune-histological or molecular probes used for the analysis of the data, statistical significance).

4. Results
The results should be stated clearly.

5. Conclusions
This is any conclusion(s) that can be drawn from the presentation and based on the objective of the study. This final statement is crucial because it supports the scientific value of the poster.

ACCEPTANCE ANNOUNCEMENT

1. Abstract acceptance letters will be sent by email.
2. Abstract acceptance letters will be sent to the submitting author's contact e-mail address he/she entered in the system.
3. At least 1 of the authors of each accepted abstract shall register before 1st August 2016, in order to include their abstract in the final scientific program which will be put up on the conference website.

CERTIFICATE OF PARTICIPATION
They will be awarded as e-certificate and will be sent to the author/s by email after successful presentation of the poster at the conference.

POSTER COMPETITION
Awards are given to the best poster presentation of each category (3 awards in each).

CONTACT FOR ALL ABSTRACT RELATED AND TECHNICAL ISSUES:
Please do not hesitate to contact Ms. Masitah at maxfacprosth@um.edu.my for more information.