SLIDE SUBMISSION INSTRUCTIONS FOR ORAL PRESENTERS

1st Kedah International Health Conference (KIHC) 2025
📅 **30–31 July 2025**
📍 **Raia Hotel & Convention Centre, Kedah**
All selected oral presenters are required to submit their **final PowerPoint slides** in advance and follow the presentation guidelines provided below.

1.0 Slide Submission Details
🔗 **Submission Link**
Slides must be submitted through the official conference website:
👉 https://forms.gle/WvvZ3HN9PMpoZEhb7

2.0 Submission Deadline
📅 **Sunday, 30 June 2025, by 5:00 PM (Malaysia Time)**
Late submissions may not be accepted.

3.0 File Naming Format
Please name your file using the following format:
[TrackCode]_[OralID]_[PresenterFullName].pptx
Example:
CDC_AB123_DrNorainiAhmad.pptx
Track Codes:

Track	Code
Communicable Disease Control	CDC
Non-Communicable Diseases	NCD
Family Health / Nutrition	FHN
Digital Health Promotion	DHP
Occupational and Environmental Health	OEH
Food and Drug Safety	FDS

4.0 Oral Presentation Guidelines

Language
All presentations and materials must be prepared and delivered in **English**.
Presentation Duration
- **10 minutes** for presentation
- **5 minutes** for Q&A
  Please adhere strictly to the time limit. Session chairs will provide time warnings at **3 minutes** and **1 minute** remaining.

🖥️ **Presentation Format**
- File type: **Microsoft PowerPoint (.pptx)**
- Slide aspect ratio: **16:9 (widescreen)**
  (To adjust: Go to PowerPoint > Design > Slide Size > Widescreen)
- Recommended number of slides: **10–15 slides**
- Maximum number of slides: **20 slides**
- Fonts: Use standard fonts (e.g., Arial, Calibri) to avoid compatibility issues
- If using multimedia (e.g., videos or animations), ensure they are embedded and functioning properly

Backup Copy
Presenters must bring a backup copy of their slide deck on a **USB flash drive**, or save a copy to their email as a precaution.

⚠️ **Important Notes**
- All submitted presentations will be pre-loaded onto the session room laptop.
- Presenters must report to the session coordinator **at least 30 minutes before** the session begins for technical checks and coordination.
- No on-site editing will be permitted.

5.0 Slide Submission

Submission Method
Slides must be submitted via the official KIPHC 2025 website:
https://www.kedahiphc.com/
(A direct upload form or Google Form link will be available under the "For Presenters" section.)
Submission Deadline
Sunday, 30 June 2025, by 5:00 PM (Malaysia Time)
Late submissions may not be accepted.
File Naming Format
Please name your file using the following format:
[TrackCode]*[OralID]***[PresenterFullName].pptx**
Example: CDC_AB123_DrNorainiAhmad.pptx
Track Codes:

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Food and Drug Safety	FDS

6.0 **Presentation Guidelines**

Language
All presentations and presentation materials must be delivered in **English**.
Presentation Time
Each presenter is allocated **10 minutes** for presentation, followed by a **5-minute Q&A session**. Session chairs will provide time warnings at **3 minutes** and **1 minute** remaining. Please ensure you stay within the allocated time.
Presentation Format
- File type: PowerPoint (.pptx)
- Slide ratio: **16:9 (widescreen)**
  (To adjust: PowerPoint > Design > Slide Size > Widescreen)
- Recommended number of slides: **10–15 slides**, with a **maximum of 20 slides**

Backup Copy
Please bring a backup copy of your slides on a **USB drive**, or email it to yourself as a precaution.

Additional Notes
- Only final versions of your slides should be uploaded. Edits will not be accepted after submission.
- Presenters are advised to **arrive at least 30 minutes before** the session to check in with the session coordinator and for technical checks.

If you have any questions or encounter technical difficulties, feel free to contact the Scientific Committee at: **[persatuanppkakedah@gmail.com]**