

16th APSSA 2018

Instructions for staff conference

8 June 2018

(This slide deck is circulated through email to all presenters of the staff conference)

#1: Special rates for presenters

	Local	International
APSSA member Original rate 10% discount for presenters	RM 500 RM 450	USD 350 USD 315
Non-APSSA member Original rate 10% discount for presenters	RM 600 RM 540	USD 400 USD 360

Note:

- For those who have yet to pay for registration fees, please cite the revised rate during payment
- For those who have paid for registration fees, refund will be given during registration
- Contact person for further enquiries: Ms Nurul Ain (apssa2018@utmSPACE.edu.my)

6 pages

Maximum per paper

MS Word

Format

- Please follow format provided in the template
- Please do not change formatting of the template

15 July 2018

Deadline for submission

Submit to:

Doria Abdullah (doria@utmpace.edu.my)

Copy to:

Ms Nurul Ain (apssa2018@utmpace.edu.my)

The full papers will be uploaded onto APSSA website after the conference.

15 mins

Allocated per presenter

MS PPT

Format

- No particular slide deck template to be used - it all depends on the presenter's preference
- If presenter uses Keynote (Mac) to prepare presentation, please convert presentation to PDF, or export to PPT format
- If presenter uses customised fonts (fonts that need to be installed on PC), please convert presentation to PDF

31 July 2018

Deadline for submission

Submit to:

Doria Abdullah (doria@utmpace.edu.my)

Copy to:

Ms Nurul Ain (apssa2018@utmpace.edu.my)

Presentations will be uploaded onto APSSA website after the conference.



Note:

- Please refer to the accompanying PDF for full presentation schedule.
- This schedule is considered final.

Before your session

- **Kindly take note of deadlines (15 July 2018 for full paper, 31 July 2018 for presentation).**
- Please check the room number and location of the room.
- Please save a copy of your PPT slides on a USB stick as back-up.

During your session

- Each room will have a chairperson who would manage the overall session.
- The chairperson will open the session and introduces papers to be presented during the session.
- Each presenter will be given 15 minutes maximum to present his/her paper.
- A time keeper will remind the presenter. **You are strongly encouraged to keep to the time allocated for your presentation session.**

After 16th APSSA 2018 conference

- Slides and full paper will be uploaded onto the 16th APSSA 2018 website after the conference.
- If you would like to revise your PPT and/or full paper, please provide a copy to Doria Abdullah (doria@utmSPACE.edu.my), copy to Ms Nurul Ain (apssa2018@utmSPACE.edu.my).