

**37th ANNUAL CONFERENCE OF THE MALAYSIAN SOCIETY OF
ANIMAL PRODUCTION 2016
1 - 3 June 2016
Hatten Hotel, Melaka, Malaysia**

Thank you for your participation in the upcoming conference. We want to make your presentation experience as pleasant as possible and, therefore have prepared the following guide.

Guide for Oral Presentation

- 1) Oral presentations should be prepared using MS-PowerPoint, and for a maximum of 12 minutes presentation.
- 2) It is advised that all graphics and non-standard fonts be embedded in the presentation file.
- 3) The conference room will be equipped with computer, LCD projector and laser pointer.
- 4) Only Windows PC is available; Macintosh computer is not available.
- 5) Bring along your presentation slides on a CD or USB memory stick. The presentation file should be labeled with your name and session.
- 6) After your registration, please stop at the oral presenters' desk to have your presentation transferred to the conference computer.
- 7) Presentation files may be tested in the meeting room in the morning or during tea or lunch break on the day of the presentation. We encourage this so you can get familiar with the equipment and the room.
- 8) Although the conference programme indicates 15 min slots, presentation should be limited to 12 min; 3 min is for discussion. Your cooperation in this matter is greatly appreciated.
- 9) Please make sure to meet with your session chair at least 15 minutes before your session starts.
- 10) The Malaysian Society of Animal Production will be giving awards for the Best Student Presenter / Best Young Presenter. If you are a registered student at one of the local universities OR are below 35 years of age, you are eligible for this award. If you fall into any one of these categories, please provide us the following information:
 - 11) *Student Presenter* – name, programme, university, name of supervisor
Best Young Presenter – name, organisation, date of birth
 - 12) If you have other specific concerns regarding your presentation, please feel free to contact one of the following members of the Scientific Committee:

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| Dr. Henny Akit: | henny@upm.edu.my, 603-89474947 |
| Prof. Dr. Jothi M. Panandam: | jothi@upm.edu.my, 603-89474876 |
| Assoc. Prof. Dr. Halimatun Yaakub: | hali@upm.edu.my, 603-89474873 |