

ABSTRACT SUBMISSION GUIDELINES

INTRODUCTION

We are pleased to invite you to submit an abstract for an e-poster presentation in the 5th KHUAM Conference. This is a platform for administrators, clinicians, academics, and professionals to share their latest findings, insights and experiences.

The abstract submission guidelines intend to provide clear instructions for the abstract submission. Prospective authors are encouraged to read the guidelines below carefully. The Scientific Committee and Advisory Board reserve the right to reject any abstract that does not meet the requirements or is in violation of them.

GENERAL ABSTRACT GUIDELINES

1. All abstract submissions should be emailed to konferensihasa@uitm.edu.my
2. The Scientific Committee invites the submission of original scientific materials that are unpublished and have yet to be presented at the time of the abstract submission deadline.
3. Study topic categories:
 - a. **Governance Practice**
 - b. **System Management**
 - c. **Digital Innovation**
 - d. **Patient Safety**
 - e. **Integrated Care**
 - f. **Research Collaboration**
4. Do not submit the same study in multiple abstracts. Abstracts that appear as more than one version of a single study will be rejected.
5. Abstracts should be submitted in clear British English (BrE) to allow the reviewers to focus on the scientific content of the abstract.
6. Abstracts should be checked for grammar and spelling errors. Abstracts cannot be modified once submitted.
7. All abstract submissions must strictly follow the template provided. Failure to do so will lead to disqualification.

8. Deadline for abstract submission is **30th June 2023**. Participants must register for the conference in order to submit an abstract.

ABSTRACT REVIEW AND SELECTION

A panel of local experts will review the abstracts for suitability before being accepted. There is no limit to the number of submissions per participant. The corresponding author will receive a confirmation of acceptance for e-poster presentation via email by **1st July 2023**. Authors of abstracts selected for e-poster presentation will be informed about the date of the session, and presentation guidelines will be provided. E-poster presenters will be informed about the date of the e-poster session, and will receive guidelines for their presentation via email.

Any 5th KHUAM Conference's committee members who wish to submit their abstracts must follow the following conditions:

- The paper consists of other authors who are not part of the committee members; AND
- For poster submission, the first or corresponding author should not be the committee members; AND
- For presentation, the presenter should not be the committee members.

WITHDRAWAL POLICY

If the author/s wishes to withdraw their abstract, they are requested to do so in writing via email to the abstract committee secretariat before **7th July 2023**.

Prior to abstract submission, ensure that the following is agreed upon by all authors:

1. Be aware that their names will appear on the abstract and all authors agree to the submission and presentation of the results.
2. Understand that the poster and/or oral presentation may be photographed, videotaped and/or recorded via other media means during the conference.
3. Understand that all possible patent and copyright issues must be resolved before submission.

Please download the abstract submission template here:

<https://docs.google.com/document/d/1rKyYGM48LO-waTGO73E1c30dIIHJJ7MR/edit>

For further enquiries, kindly email konferensihasa@uitm.edu.my