



NATIONAL CONFERENCE OF MEDICAL ASSISTANTS (NCMA) 2025

RULES AND CONDITIONS FOR PARTICIPATION IN THE PRESENTATION OF RESEARCH /SCIENTIFIC/FREE PAPERS

1. PARTICIPATION REQUIREMENTS

- 1.1. Research/Innovation paper must be the result of **original research** conducted by researcher/presenter himself/herself.
- 1.2. The title of the presentation **has never been** presented at any Conference before. However, if there is a reclamation of the past research paper or there are new findings on the previously presented research paper, then it can be considered for presentation at this conference.
- 1.3. The Research/Research Paper has complied with the research requirements and ethics
- 1.4. Participation is open to all Assistant Medical Officers/ Medical Assistants, Lecturers & Clinical Instructors from IPTA/IPTS and Private Health Institutions.
- 1.5. Presenters **are required to register** as conference participants.

2. THEME AND CONCEPT OF THE STUDY/RESEARCH PAPER.

- 2.1. Entries are divided into **SIX (6)** theme categories with regards to medical and health services, namely:
 - 2.1.1. Emergency & Trauma Care
 - 2.1.2. Pre-Hospital Care
 - 2.1.3. Public Health/NCD/Communicable Diseases
 - 2.1.4. Digitalization
 - 2.1.5. Management & Administration of Clinical Facility
 - 2.1.6. Medical Education
- 2.2. The research/research paper to be presented consists of:
 - 2.2.1. Concept paper:

A concept paper is a work that discusses a concept or idea which contributes to the formation of new concepts. For researchers who are doing postgraduate research, research papers involving Chapters 1 to 3 are acceptable if they discuss a concept, namely the concept of the study to be carried out including how to build research instruments
 - 2.2.2 A full research paper including an analysis of the study findings.
- 2.3. Presenters can submit as many research papers as possible. However, acceptance is subject to the approval of the evaluation panel

3. ENTRY FORMS AND ABSTRACTS

- 3.1. Kindly submit your abstract by filling up the Google Form which is accessible by the URL Link <https://forms.gle/FdPFwB1N7RcTqhY29> or QR Code (poster) provided
- 3.2. Entries are OPEN from today until the 31 May 2025

4. NOTIFICATION OF ACCEPTANCE OF PARTICIPATION

- 4.1. Entries that successfully pass the **peer review** will be notified via **e-mail**.
- 4.2. The Secretariat of the Scientific Committee reserves the right to accept and reject participation in the competition without giving any explanation.

5. ABSTRACT FORMAT

- 5.1. Title: Title writing must be concise, concise, and without acronyms (Font 14/Times New Roman)
- 5.2. Author: Full name of the author(s) and Institution (Font 12/Times New Roman)
- 5.3. Abstract
 - 5.3.1. Using Times New Roman font size 12, single spacing & justified
 - 5.3.2. Abstract no more than 250 words
 - 5.3.3. Has the following main points;
 1. Introduction
 2. Objectives
 3. Methodology
 4. Findings/Results
 5. Conclusion
- 5.4. Keywords: State 5 keywords with font 11 TNR and in *Italics*.
- 5.5. Abstracts are submitted in **soft copy** and in **MSWords** document format

6. ORAL PRESENTATION AND POSTER PAPER STUDY/RESEARCH/INNOVATION

- 6.1. Oral Presentation
 - 6.1.1. Presentation in Bahasa Melayu or English
 - 6.1.2. Participants are given 15 minutes to present the results of the study and 5 minutes for a question and answer session.
 - 6.1.3. Participants need to prepare presentation slides in PowerPoint format and send them to the secretariat 2 weeks before the date of presentation.
- 6.2. Poster Presentation
 - 6.2.1. Poster size 83 cm x 120 cm (33 inches x 47 inches)
 - 6.2.2. The poster will be pasted on the poster board provided
 - 6.2.3. Poster installation equipment is provided by the participants themselves
 - 6.2.4. The poster presenter must be next to the poster during the presentation session. The presentation schedule will be issued by the organizer
 - 6.2.5. The presentation time is 15 minutes including a question and answer session.

7. FURTHER QUESTIONS

8. Any enquiries, please contact the Secretariat of the Scientific Committee:-

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