ABSTRACT SUBMISSION FORM

Information must be completed in full (Please use BLOCK letters)

Presenting Author
Title [Prof Dr Mr Mdm Ms]
Family Name ___________________________ First Name ___________________________
Designation ___________________________
Organisation ___________________________
Address ______________________________
City __________________ Zip Code ________ Country ___________________________
Area/City code __________ Phone ___________ Fax ___________
Email ___________________________

Topic (in capitals)
Authors
Institutional Affiliation
Text

Please read instructions below:

AV Equipment
[ ] Slide Projector
[ ] Video-VHS with NTSC/PAL
[ ] PowerPoint Presentation

Preferred Mode of Presentation
[ ] Poster Presentation
[ ] Oral Presentation
[ ] No Preference

Conditions
1. Not more than 500 words
2. In Microsoft Word format
3. Font size:
   Title : 16
   Authors/Institution : 14
   Text : 12
4. Arial fonts
5. To allow Organiser to edit text for standardisation purpose.
Information and Guidelines for Paper Submission

Participants who wish to submit an individual paper may choose between an oral presentation or poster. Both paper and poster presentations will be grouped by topics. All presentations should be delivered in English.

**Oral Presentations**
Each paper is limited to 20 minutes with 10 minutes for Questions and Answers.

**Poster Presentations**
Author/s are expected to be at their poster during the assigned times.

**Instructions for Submission of Abstracts**
Please follow instructions carefully and precisely to ensure that the abstract will arrive correctly and on time.

**Electronic Submission**
Electronic abstract submission is preferred. Enter abstract directly onto the Electronic Abstract Submission form and submit to ctmapl@singnet.com.sg. Do not use or paste text from a Word document as it may cause formatting problems.

1. Fill in name, affiliation, address etc and all required fields of the first presenting author. Proceed to fill in details for co-authors.
2. Fill in your abstract title concisely (no more than 100 characters).
3. Fill in abstract text in a single paragraph (no more than 250 words).
4. Select one presentation box — poster or oral presentation.
5. Make a copy of the abstract before you enter SUBMIT. If it has been received by the GM Conference Secretariat, you will receive a message that the abstract has been successfully submitted.
6. Please print a copy of confirmation, as it will contain your abstract number and retain for future use.
7. Deadline for electronic submission is **15 December 2002**.

**Manual Abstract Submission**

1. Please type information onto the Manual Abstract Submission Form and mail to the GM Conference Secretariat.
2. Abstract title should be concise (no more than 100 characters).
3. Type text single-spaced in one paragraph.
4. The Manual Abstract Submission Form must be signed.
5. Please keep a copy for retention.
6. Deadline for submission by mail is **10 December 2002**.

Please do not submit the same abstract both by mail and electronically.
Submitters will be notified of abstract acceptance by **7 January 2003**.

Accepted abstracts will be published and distributed with the Conference package upon registration at the Conference.

**Instructions for Poster Presentations**

1. The poster should be 1.5m height and 1m width.
2. Text, drawings, charts must be clearly organized and should be large enough for viewing from 2 m.
3. Each poster must have a top label indicating the title, name/s of author/s and affiliation.
4. Size of the title characters should be at least 2.5 cm.