

## 9. Singapore

The screenshot shows a Gmail interface with a sidebar on the left containing folders: Mail (Inbox: 438, Starred, Snoozed, Important, Sent), Chat (No conversations), and Rooms (No rooms). The main content area displays an email titled "Fwd: 13th ASEAN FOOD CONFERENCE - Abstract Notification" from mariaerna@unila.ac.id, dated Saturday, September 28, 2013, at 1:30 PM. The email body contains the following text:

----- Forwarded Message -----  
From: [AFC2013-programme@jobwerks.com](mailto:AFC2013-programme@jobwerks.com)  
To: [mariaerna@unila.ac.id](mailto:mariaerna@unila.ac.id)  
Sent: Wed, 15 May 2013 18:51:48 +0700 (WIT)  
Subject: 13th ASEAN FOOD CONFERENCE - Abstract Notification

Dear Mrs Maria erna Kustyawati,

Congratulations! Your abstract FCB-029 has been selected for oral presentation at the 13th ASEAN Food Conference. Please take note of the following instructions:

Presentation Schedule

Please refer to the attached programme for the time and duration of your presentation. You are entitled to a total of 15 mins for your presentation (12 mins + 3 mins Q&A)

\*Please note that the programme is subject to change.

Full Paper Submission

Please submit your full paper via the online portal at [ab.flickevents.com/submissions/final\\_upload?h=af6c1089b-3a95-4040-8ba8-d6c8d7300a10](http://ab.flickevents.com/submissions/final_upload?h=af6c1089b-3a95-4040-8ba8-d6c8d7300a10) no later than June 15, 2013. Please refer to the attached full paper template and guidelines.

Important Note

Deadline for submission will not be extended. Submissions beyond the stipulated deadline cannot be guaranteed to be included in the proceedings of the conference.

Confirming your presentation

You are required to confirm your oral presentation by registering for the conference by June 15, 2013. Visit the website [www.afc2013.org.sg](http://www.afc2013.org.sg) to register. If you have not registered by June 15, 2013, you will be withdrawn from the Conference programme.

- Inbox** 438
- Starred
- Snoozed
- Important
- Sent

▼ Chat +

No conversations  
[Start a chat](#)

▼ Rooms +

No rooms  
[Create or find a room](#)

- ▶ Meet
- Starred
  - Snoozed
  - Important
  - Sent

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No conversations  
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[Start a chat](#)

▼ Rooms +

**Speaker biography**  
A brief biography of approximately 50 words is to be provided to the Conference Secretariat ([AFC2013-programme@globewerks.com](mailto:AFC2013-programme@globewerks.com)). Biographies may include presenter's positions, career details and major work achievements to date. Biographies should be written in third person. Your biography will be used when introducing you as a speaker at the conference.

**AV Requirements**  
Your presentation should be presented in PowerPoint. Each meeting room is equipped with data projection facilities, lectern, microphone and a laser pointer. An audio visual operator in the room will control the presentation, lights and audio and will be able to assist you with any questions.

Please send us your presentation ([AFC2013-programme@globewerks.com](mailto:AFC2013-programme@globewerks.com)) by August 26, 2013.

**PowerPoint Presentation Tips**

- \* All text should be in PowerPoint, preferably in light text on dark background
- \* There should be no more than 5 x 1 line bullet points per slide
- \* Optimum title text is 45 - 55 points and no smaller than 36 points
- \* Body text should be at least 26 points
- \* Avoid UPPERCASE letters as they are hard to read
- \* Please keep to the time limit of your presentation.

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Please do not hesitate to contact the conference secretariat at [AFC2013-programme@globewerks.com](mailto:AFC2013-programme@globewerks.com) for assistance.

Best regards,

Prof Zhou Weibiao  
Chairman

Scientific Committee

**2 Attachments**



**mariaerna@unila.ac.id** to me Sep 28, 2013, 1:32 PM

**2 Attachments**



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