

- Common science laboratory apparatus (test tubes, beakers, thermometers, etc.) and mathematics tools (compass, rulers, etc.) will be provided upon request. Said request should be submitted along with the soft copies of the report at least one month before the actual event using the form provided.
- Two display panels, 1 table, 2 chairs and 1 power outlet will be provided for each project.

5. CONGRESS

The Science and Mathematics Congress is a venue where the delegates will present their projects to the members of the panel of judges and the public.

- 5.1 A delegate or one of the delegates (in case there are two of them) in a category (Science/Mathematics) will present the project.
- 5.2 Presentation should be done using MS PowerPoint. Presentation files will be collected from the delegates prior to the event. The use of OHP is also allowed. However, request for the equipment should be done a month before the actual event.
- 5.3 The order of presentation for each project will be determined by drawing lots. Each project will be identified by codes. The codes will be assigned to each project as they submit the abstract.
- 5.4 Presentation should only be for 5-10 minutes for each project. Should the presentation end before the time, the presenter should announce “end of presentation”. To remind the presenter of the time remaining, a notice board with the message “two minutes” will be showed. At the end of two minutes, a “thank you” notice will signal the end of the presentation.
- 5.5 Immediately after the presentation, a question and answer session will follow. Teams will be asked to prepare questions for this session. Each team will be assigned to ask a set of questions to another team.
- 5.6 A copy of the team’s written report will be provided to the team assigned to ask questions.
- 5.7 A team assigned to ask questions will be given a maximum of 5 minutes. A team may ask any number of questions provided that they are within the allotted time. Members of the team may help and support each other during this session. A “thank you” notice will signal the end of the session.
- 5.8 The quality of questions posed by a team and the quality of answers provided are part of the criteria for presentation.
- 5.9 Questions from the members of the floor will be entertained (within the time limit provided).

6. REPORTS FOR THE PANEL OF JUDGES AND THE PUBLIC

- 6.1 Delegates need to submit a copy of the written report, bound and in soft copy, formatted in MS Word and addressed to the organiser, on or before **31 January 2010**.
- 6.2 At least 6 hard copies of the reports need to be prepared for distribution during the Congress.
- 6.3 The soft copies may be sent to the secretary through this address:
baharulnizam_baharum@recsam.edu.my or baharulnizam@yahoo.com

6.4 The format of the written report should include the following:

Page	Description
Cover Page/Title Page	The cover page contains the title, names of the student researchers, schools/institutions, and advisers. The title should be written in bold, easy-to-read letters.
Abstract	The abstract is a synopsis of the general topic and should provide information about the overall content of the project.
Table of Contents	Lists all the content areas with the number of pages. The number of each page of the report should also be given at the centre or bottom right hand corner of the page.
Acknowledgement	This page contains the list of names, institutions, sponsors, and other collaborators that have been involved in the conduct of the project in one way or another.
Introduction and Background of Study/ Literature Review	Background of the project Statement of the problem Significance or purposes of the study Definition of terms Scope and limitations Review of literature on the areas relevant to the study
Research Method and Process	Design and detail of the project Materials and equipment Treatment or procedures
Results and Findings	Analysis of data Interpretation of results and findings
Conclusions and Recommendations	How the result of the project can be significant Suggestions and recommendations
References	A list of books and other references used
Appendices	Diagrams, pictures, photos, graphs and other visual images that present the written information accurately or the display of experimental results

7. GUIDELINES FOR THE WRITTEN REPORT

- 7.1 A4 paper should be used.
- 7.2 Times New Roman (TNR) font should be used.
- 7.3 The title is written using 20 pt TNR, centred.
- 7.4 Names of students and advisers should be written in 14 pt TNR, centred.
- 7.5 Section headings: 14 pt TNR, bold, left justified.
- 7.6 Subsection headings: 12 pt TNR, bold, left-justified.
- 7.7 Margins should be set at 2 cm on all sides of the papers.
- 7.8 Single spacing should be used.
- 7.9 Tables and figures must be properly captioned and numbered.
- 7.10 APA style should be followed in preparing the manuscript and citing references in the text. For APA reference, please refer to <http://www.apastyle.org/>
- 7.11 Grammar and format should be properly observed, edited and checked.
- 7.12 The number of pages should be between 10 to 20 pages including references and appendices.