



OCCUPATIONAL HEALTH & HUMAN RESOURCE CONFERENCE & EXHIBITION

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“Occupational Health Beyond Horizon”

‘PAPER TITLE’

ACKNOWLEDGMENTS

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1.0 INTRODUCTION

To give the proceedings a high-quality appearance, we ask that authors to follow these guidelines. In essence, we ask you to make your document look as much like this document as possible. The easiest way to do this is simply to replace the text in this document with your own.

Note that each of the names/addresses is centered on a tab (other word processors may do this by putting each name/address in its own table cell in a table with invisible borders). If only one address is needed, center all address text in a single column. For two addresses, use two columns, and so on. For more than three authors, you may have to improvise

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All material on each page should fit within a rectangle of 18 x 23.5 cm (7” x 9.5”), centered on the page, beginning 1.9 cm (.75”) from the top of the page, with a .85 cm (.33”) space between two 8.4 cm (3.3”) columns. Use either US Letter or A4 paper. Right margins should be justified, not ragged.

2.3 ABSTRACT AND KEYWORDS

Every paper should begin with an abstract of no more than 100 words, followed by a set of keywords. The abstract and keywords should be placed in the top left column of the first page. The abstract should be a concise summary of the work and resulting conclusions. Keywords should help readers determine if the paper contains topics in which they are interested.

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Use a 10-point Times font (or other Roman font with serifs, as close as possible in appearance to Times in which these guidelines have been set). Note that different components (such as TITLE, Author, and Heading – see below) use the same font but with different sizes and styles. Please do not use sans-serif or non-proportional fonts except for special purposes, such as distinguishing source code text. Fonts similar to Times include

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For pages other than the first page, start at the top of the page, and continue in double-column format. It is preferable (but not required) that the two columns on the last page are of approximately equal length.

Times New Roman, Computer Modern Roman, and Press Using this template file, typeset text uses the paragraph format Normal.

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For citations and references, use either the numbered format – that is, a numbered list at the end of the article, ordered alphabetically by first author, and cited in the text by numbers in brackets [1] – or abbreviated author names followed by the year of publication – also ordered alphabetically by first author at the end of the article, and cited in the text by the paper key in brackets []. References should be to published materials accessible to the public. Internal technical reports may be cited *only if* they are easily accessible and may be obtained by any reader (an address to obtain must be provided within your citation). Proprietary information may *not* be cited.

2.2 TITLE AND AUTHORS

The title (18-point bold), authors' names (12-point bold), and affiliations (12-point) run centered across the full width of the page -- one column 17.8 cm (7”) wide. Please also include **phone numbers and e-mail addresses**. See the top of this page for three names with different addresses.



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3.1.1 SECTIONS (STYLE NAME: HEADING1)

The title of a section should be in Times 10-point bold in all capitals. Sections, subsections, and sub subsections should be numbered.

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The title of subsections should be in Times 10-point bold with only the initial letters of each word capitalized. (Note: For subsections and sub subsections, a word like *the* or *a* is not capitalized unless it is the first word of the heading.)

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The heading for sub subsections should be in Times 10-point italic with initial letters of each word capitalized.

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Figures should be inserted at appropriate points in your text. Figures may extend over the two columns up to 17.8 cm (7”) if necessary. Black and white photographs (not Polaroid prints) may be mounted on the camera-ready paper with glue or double-sided tape.

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Spelling and punctuation may consistently follow any dialect of English (e.g., British, Canadian or US). Hyphenation is optional.

- Briefly define or explain all technical terms.
- Explain all acronyms when they first appear in your text, such as, “World Wide Web (WWW)”.
- Explain “insider” comments. Be sure that the entire conference audience will understand any reference whose meaning you do not explain.
- Use unambiguous forms for representing culturally localized concepts, such as times and dates (e.g., 20/01/2020 representing 20th January 2020, and 07:00 represent 0700 hours).

4.2 INFORMATION AND QUESTIONS

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