



UPNM
National Defence University of Malaysia
Kewajipan • Maruah • Integriti



24th – 25th APRIL 2024
DEWAN ZULFAQAR,
UNIVERSITI PERTAHANAN NASIONAL MALAYSIA (UPNM),
KEM PERDANA SG BESI, KUALA LUMPUR

EXHIBITOR’S CHECKLIST ONSITE

1.0 DSS 2024 Exhibition Date / Time:

Date	Time
24 th April 2024 (Wednesday)	9.00 am – 5.00 pm
25 th April 2024 (Thursday)	9.00 am – 5.00 pm

2.0 Schedule for Move-In

a) Official Stand Contractors

Date	Time
24 th April 2024 (Wednesday)	9.00 am – 5.00 pm

b) Registration and Setting up by Exhibitors

Date	Time
23 rd April 2024 (Tuesday)	10.00 am – 3.00 pm

3.0 Schedule for Tear Down/Dismantle

Removing posters by exhibitors: 25th April 2024 (Thursday) – after 5.00 pm

4.0 DSS 2024 Official Opening Hours

Date	Time	Venue
24 th April 2024 (Wednesday)	9.00 am – 5.00 pm	Dewan Zulfaqar, UPNM

5.0 DSS 2022 Award Judging

Date	Time	Venue
24 th April 2024 (Wednesday)	9.00 am – 3.00 pm	Dewan Zulfaqar, UPNM

6.0 Opening Ceremony and Awards Presentation

Date	Time	Venue
------	------	-------

25 th April 2024 (Thursday)	4.15 pm	Dewan Zulfaqar, UPNM
--	---------	----------------------

7.0 Operations of Booth

All exhibition booths **MUST BE FULLY STAFFED AND OPERATIONAL** throughout the opening hours of the exhibition.

8.0 Poster Size

Exhibition poster need to be printed in **A1 size** at own cost.

9.0 Power Supply

Electrical power in exhibition hall will be switched on by 8.00 a.m. every day. To ensure exhibitors have sufficient power requirements within the exhibition booth, please avoid last minute requests.

10.0 Exhibitor’s Tags

- a) Exhibitors may collect their tags on Tuesday, 23rd April 2024, from 9.00 a.m. to 3.00 p.m. Collection is at the Registration Counter, at the main entrance of Dewan Zulfaqar, UPNM. The lanyard are strictly for the **INVENTOR ONLY**. No additional tags will be given as the lanyards are limited.
- b) Exhibitors are required to wear the lanyards at all times especially throughout the judging sessions.

11.0 Booth Set-Up

- a) Exhibitors are reminded not to nail anything into the walls or floor of the exhibition halls/panels. You may use double sided tape or Velcro to display the posters or decorations on the wall partitions. Please refer to our secretariat for any assistance.
- b) Exhibitors are recommended to bring own tablecloth.
- c) Space provided: 4 ft x 3 ft (1 table and 1 chair)

12.0 Judging Criteria

Important factor for jury/poster content:

- Product Description
- Objectives
- Degree of Originality / Novelty / Creativity / Innovativeness
- Intellectual Property
- Potential for commercialisation / social impact of research findings
- Publications
- Technology Readiness Level (TRL)

TRL Level	Description
1	Basic Principle
2	Formulation of Concept
3	Experimental Proof of Concept
4	Lab Validation
5	Validation in Real Environment
6	Demonstration in Real Environment
7	Demonstration of Prototype
8	Product/System Complete and Qualified

13.0 Safety of the Belongings and Products

Exhibitors must constantly be attentive with the safety of their belongings/products throughout the exhibition. The Secretariat is not liable for any loss and damage during and after the exhibition.

For any inquiries, please contact: Mr. Hakimi (03-9051 3400 ext. 3099) / Mrs. Hasmeda (03-9051 3400 ext. 3098) / Mrs. Fatehah (03-9051 3400 ext. 4562)