

15th Annual Conference of South East Asian Association for Institutional Research

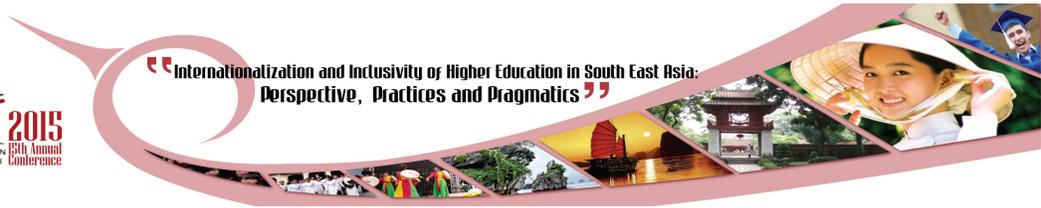
SEAAIR2015 CONFERENCE GUIDE

Internationalisation and Inclusivity of higher education in South East Asia

Overview of SEAAIR2015	1
Submission of paper	1
Deadlines:.....	1
Conference fee and registration	1
Conference program (tentative)	3
Accommodation	3
Flight to/from Hanoi	4
Contact us.....	5
SEAAIR 2015 Registration form	6

Foreign Trade University, Vietnam

March 2015



Overview of SEAIR2015

SEAIR2015 is the annual conference of the South East Asia Association of Institutional Research (SEAIR). It is a forum for higher education leaders, researchers and practitioners to debate on regional higher education issues and challenges, and to discuss collaborative solutions. SEAIR2015 also promote the integration of universities into the region and the world’s higher education system through SEAIR’s network.

The theme of SEAIR2015 is “**Internationalisation and Inclusivity of Higher Education in South East Asia**”, including five sub-themes:

1. Managing of Internationalisation and Inclusivity of teaching and learning towards students’ success;
2. Achieving Internationalisation and Inclusivity through teaching technologies;
3. Improvement of institutional and academic quality through Internationalisation and Inclusivity;
4. Realizing Internationalisation and Inclusivity through Institutional Research;
5. Accomplishing Internationalisation and Inclusivity through effective institutional management.

Submission of paper

The information, requirements and guidelines for the submission of abstracts and paper of the SEAIR 2015 Conference must be made through EasyChair.

To submit an abstract, follow the link below:

<https://easychair.org/conferences/?conf=seair2015>

At least one author/co-author of each paper must be registered to SEAIR2015.

Deadlines:

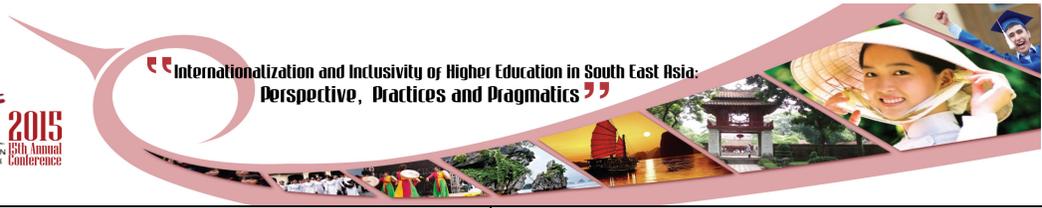
25 June 2015	Abstract Submission Deadline
30 June 2015	Notification of Accepted Abstract
30 July 2015	Deadline of Full Paper Submission

10 August 2015	Confirmation of Accepted Full Paper
12 August 2015	Early Bird Registration
15 August 2015	Submission of Revised Full Paper
20 August 2015	Registration Deadline for all presenters and participants

Conference fee and registration

1. The conference fee
 - Conference fee: 270USD for international participants (Register before 12th August 2015); 290USD for international participants (Register after 12th August 2015) and 3 millions VND for local participants (50% discount):
 - o **Include:**
 - *Conference packages*
 - *Tea breaks during the conference*
 - *Meals (Lunchs and dinners for Day1 &2, Lunch for Day 3)*
 - *Transportation between Hanoi and Halong*
 - o **Exclude:** *accomodation and personal expenses*
 - Conference fee of 100USD for accompany person to attend non-academic activities in HaLong:
 - o **Include:**
 - *GALA Dinner (Day 1)*
 - *Lunch and cruise in Halong (Day 3)*
 - *Transportation between Hanoi and Halong*
 - o **Exclude:** *accomodation and personal expenses.*
2. Pay the conference fee to bank account:

For international participants, pay in USD	For local participants, pay in VND
Bank: Joint stock Commercial Bank for Foreign Trade of Vietnam	Bank: Joint stock commercial Bank for Foreign Trade of Vietnam (Vietcombank)
Adress: 31-33 Ngo Quyen, Hanoi, Vietnam	Adress: 31-33 Ngo Quyen, Hanoi, Vietnam



Account Holder: Foreign Trade University
Bank Account No: 001.137.0079569
Swift Code: BFTVVNVX001

Account Holder: Foreign Trade University
Bank Account No: 0011000014937

3. Complete the registration form and send to seair2015ftu@gmail.com

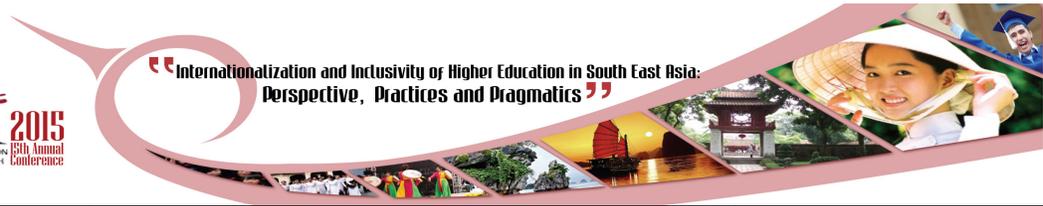
Conference program (tentative)

Day 1 (30 th September)	am	Opening ceremony Keynote speeches Networking lunch at Pullman Hotel
	pm	Paper Presentations Conference dinner
Day 2 (1 st October)	am	Paper Presentations Lunch
	pm	Depart for Ha Long Bay Conference dinner
Day 3 (2 nd October)	am	Presentations SEAAIR annual meeting Lunch with cruise in Halong bay
	pm.	Coming back to Hanoi (6pm)

Accommodation

The 3-day conference will be held from 30th September to 2nd October, 2015 in Hanoi (2 days) and Ha Long city (1 day). So, it is recommended that you arrive Hanoi in 29th September and leave in 3rd October.

Date	Conference venue	Room rate
29 th & 30 th September	Pullman Hotel (conference venue) 40 Cat Linh Street, Hanoi, Vietnam	Standard Single room: 90USD++
2 nd October		Deluxe Single room:



(HANOI)	Phone: (+844) 3733-0688 www.pullman-hanoi.com	110USD++ (Add 10USD++ for double occupancy)
	Oasis Hotel (1.5km to Pullman) 19 Lang Ha Street - Ba Dinh – Hanoi Phone: (+84-4) 3514-3888 www.oasishotel.com.vn	Superior room: 60USD Deluxe room: 70USD
	Van Mieu 1 Hotel (1.0 km to Pull man) 54B Quoc Tu Giam Street, Hanoi Phone (844) 37474254 www.vanmieuhotel.com/	Deluxe Room: 40USD Suite: 45USD
1 st October 2015 (HALONG)	Saigon - Halong Hotel (conference venue) 168 Ha Long Street, Ha Long Phone: (+8433) 384-5845 www.saigonhalonghotel.com	Superior Room (Mountain view): 50 USD Deluxe Room (Ocean view): 60USD

- Limited number of rooms in each hotel are reserved until 20th August 2015.
- You can book the hotel in Halong via local organisers. Please email us for reservation form.
- Taxi in Hanoi are available at hotel's lobby. The taxi rate is around 1USD/km.

Flight to/from Hanoi

Flight to/from Hanoi can be made at Noibai International Airport. Several suggested routes below:

From	To	Carrier	Flights	Time of departure	Time of arrival
Bangkok	Hanoi	VietnamAirlines	VN610	11.55	13.45
			VN614	15.55	17.45
		ThaiAirways	TG560	7.45	9.35
			TG564	17.50	19.40
		VietJet Air	VJ55	14.00	15.55
		Jetstar	JQ668	14.40	16.30
Hanoi	Bangkok	VietnamAirlines	VN611	9.00	10.50

			VN613	16.15	18.05
		Thai Airways	TG561	10.35	12.25
			TG565	20.45	22.35
		VietJet Air	VJ55	11.05	13.00
		Jetstar	JQ667	12.10	14.00
Kuala Lumpur	Hanoi	AirAsia	AK516	6.30	8.30
		Malaysia Airlines	MH752	9.45	12.10
Hanoi	Kuala Lumpur	AirAsia	AK517	9.20	13.40
		Malaysia Airlines	MH753	13.00	17.25
Manila	Hanoi	Vietnam Airlines	VN2691	6.50	8.30
		(1 stop at SGN)	VN236	10.15	12.10
Hanoi	Manila	Vietnam Airlines	VN223	5.55	8.00
		(1 stop at SGN)	VN2690	9.30	13.15
Jakarta	Hanoi	Vietnam Airlines	VN630	13.45	16.55
		(1 stop at SGN)	VN266	18.55	20.50
Hanoi	Jakarta	Vietnam Airlines	VN223	5.55	8.00
		(1 stop at SGN)	VN631	10.00	13.00

Taxi service is available at the airport, around 18-20 USD to Pullman Hotel.

Contact us

SEAIR website: <http://www.seairweb.info>

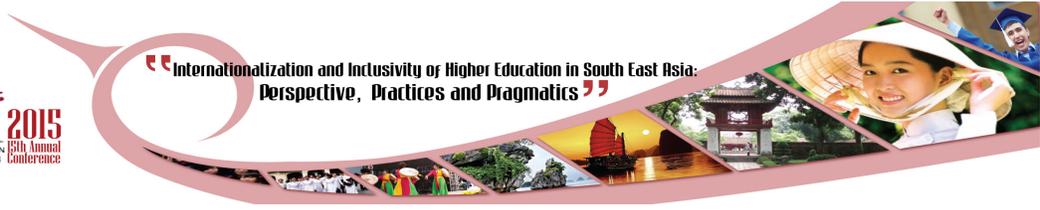
Conference Website: www.seair2015.ftu.edu.vn or www.seair2015.com.vn

Any queries and information should be directed to

Local Secretariat: seair2015ftu@gmail.com or qlkh@ftu.edu.vn

SEAIR secretariat (Dr. Krisda Tanchaisak): krisda2009@yahoo.com

Local Chair (Dr. Dao Ngoc Tien): dntien@ftu.edu.vn



SEAIR 2015 Registration form

I. Registration Details

Full Name:
First name
Last name

Title: Conference ID:
(Prof. / Dr. / Mr. /Ms.) (will be shown in the conference name card)

Organisation :

Address:

Country Postal Code:

Mobile phone: Email:

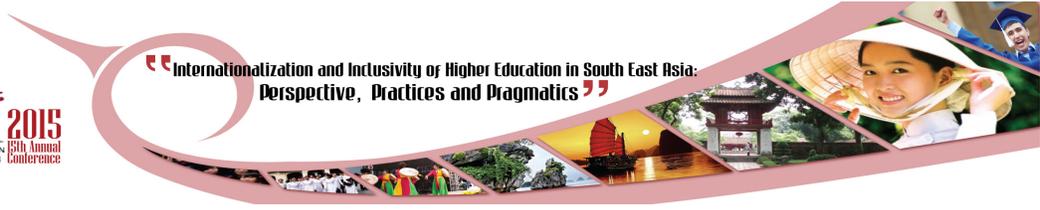
Title of paper to be presented (if any):

II. Payment details

	Rate	Number of persons	Amount
International participants	290 USD		
Local participants	3 million VND		
Accompanions	100 USD		
TOTAL			

Bank
(bank where the payment was paid)

Date of payment: Reference number:
(as shown on bank transaction slip)



III. Other information

Dietary requirement (if any):

Travelling information:

	To Hanoi	From Hanoi
Flight number
Date and time of arrival/departure

Hotel stayed in Hanoi:

Hotel stayed in Halong:

Date: Signature:

*Please send complete registration form to seaair2015ftu@gmail.com
 A confirmation email will be sent after verification of the bank payment.*