



South East Asian Association for Institutional Research (SEAIR)

SEAIR Conference Proceeding is listed in EBSCO Academic Database

SEAIR Official Protocols for Papers and Proceeding Publications

I. Types of SEAIR Conference Papers

1. Accepted Full paper presentation and publication in SEAIR proceeding
2. Papers accepted only for presentation and not publication in SEAIR proceeding, but recognized in the Official SEAIR Conference Programs with the abstract only
3. Poster Presentation

II. General PROCEDURE for Call for and Acceptance of Papers

Step 1 – Abstract Stage

1. Upon the Call-for-Paper notification, correspondence authors may submit the abstract for review. The abstract is to be completed according to the format described in Abstract Submission Protocols as attached.
2. The abstract submitted will be reviewed through a double blind review system to initially assess the abstract's conformation to the institutional research theme and sub-themes, research methodology and potential findings, as well as the usage of English.
3. The submission of abstract should be performed only through the www.easychair.org system. The instruction for format of the submission of abstract and paper is available on the SEAIR website www.seairweb.info and the hosting university's conference website for download.

In the identification of abstract or paper submission, please use filename:

<your name only one word>.seair<conference year>.paper<n where n is either 1 or 2>.doc

e.g. viet.seair2015.paper1.doc

meaning that the paper is by an author whose surname is 'viet', submitting for the 2021 SEAAIR Conference and it is his or her first paper (s)he submitted for the conference.

It is recognized that in some cultures surnames are either not used or do not exist. It is therefore strongly recommended that the filename and the name of the first author displayed on the paper be used.

4. Normally, the Chair of the Technical Committee will inform the author(s) of the status of acceptance or reject of the abstract within 5 working days.
5. Should any changes be needed to the abstract, the author(s) should incorporate recommendations for changes or modifications provided by the reviewers in the full papers and submit the full papers using the same system and procedures as above.
6. Abstracts or full papers that are not accepted for publication can be accepted for presentation only with recognition in the Official SEAAIR Conference Programs with the abstract only

Step 2 – Full Paper Stage

1. Upon the acceptance of the abstract, correspondence author(s) may submit a full paper for review. The full paper is to be completed according to the format described in Abstract Submission Protocols as attached.
2. The full paper submitted will be reviewed through a double blind review system to initially assess the full paper conformation of the standard and rigor of a conference paper with research aims, research methodology, data analysis and potential findings discussions and conclusion, as well as the usage of English.
 - If initial review proves the language to be inadequate, the paper will be returned to the author not reviewed for improvements, and request for a proper English proof editing before re-submission.
 - If the language is acceptable for a conference paper the reviewers will scrutinize the contents and then make comments and recommendations for improvements.
3. The submission of the full paper should be performed only through the EASYCHAIR system. The instruction for format of the submission of abstract and paper is available on the SEAAIR website www.seairweb.info and the hosting university's conference website for download.
4. Normally, the Chair of the Technical Committee will inform the author(s) of the status of acceptance or reject of the full paper within 15 working days. There are two types of acceptance as follows:

- **Accepted without changes:** author(s) do not need to do anything to the paper. Authors will be advised about the Conference, presentations, registration and other obligations. However, their paper will only be included in the conference after they have registered and paid for the conference.
- **Accepted with required changes:** author(s) need to amend the papers according to recommendations and then re-submit the revised paper through the EasyChair system. In this case the revised paper filename be amended to:

revised.<your name only one word>.seair<conference year>.paper<n where n is either 1 or 2>.doc

e.g. revised.viet.seair2015.paper2.doc

Following a review of the revised paper, it will automatically be included in the conference subject to authors' registration received by the due date if the reviewers so recommend. Otherwise the paper will be rejected and the authors will be so advised.

5. Official acceptance letters will be emailed to authors upon the acceptance of the full papers.

General instructions on special request for extension

1. All correspondence author(s) shall adhere strictly to the submission deadlines for the abstracts and full papers. No submission in any form of correspondence is allowed after the published deadline.
2. Should the correspondence author(s) require for an extension of submission under certain unforeseen, specific circumstances, he/she will have to write to the Chair of the Technical Committee to request an extension of submission. The approval is dependent on Chair's discretion upon review and discussion with the SEAIR Executive Committee.
3. Should the extension of submission of No. 3 is approved; the maximum delay in submission is three days after the stipulated deadline. Any submission after the deadline will not be accepted.

III. General PROCEDURE for Call for and Acceptance of Posters Presentation

Step 1 – Poster Presentation Proposal

1. The author will prepare a proposal of 500 words detailing the aims, methodology and findings of the potential poster to be presented.
2. The author(s) will identify the intention of the poster presentation after the title of the proposal, the name of the author(s) and the affiliated institution.
3. The poster presentation submitted will be reviewed through a double blind review system to initially assess the proposal conformation of the institutional research theme and sub-themes, research methodology and potential findings, as well as the usage of English.
4. The submission of poster presentation should be performed only through the EASYCHAIR system. The instruction for format of the submission of the poster presentation is available on the SEAAIR website www.seairweb.info and the hosting university's conference website for download.
5. Normally, the Chair of the SEAAIR papers Committee will inform the author(s) of the status of acceptance or reject of the proposal for poster presentation within 10 working days.

Step 2 – Poster Presentation Stage

1. Upon the acceptance of the proposal for poster presentation, correspondence author(s) may submit a full poster presentation for review. The full poster presentation is to be completed according to the format described in Poster Presentation Submission Protocols as attached.
2. The full poster presentation submitted will be reviewed through a double blind review system to initially assess the poster presentation form and format of its research and findings, as well as the usage of English.
3. The submission of the full paper should be performed only through the EASYCHAIR system. The instruction for format of the submission of abstract and paper is available on the SEAAIR website www.seairweb.info and the hosting university's conference website for download.
4. Normally, the Chair of the SEAAIR papers Committee will inform the author(s) of the status of acceptance or reject of the full poster presentation within 15 working days.

IV. SEAAIR Important Notice

Deadlines

1. All abstracts or full papers submissions must be made within the deadlines published on the conference website (24.00 hours ICT time).
2. Queries should be directed to SEAAIR Secretariat (seair.info@gmail.com) and shall be considered by the Chair of the Technical Committee.
3. All decisions pertaining to papers and publications made by the Chair of the Technical Committee in conjunction with SEC are deemed as final.

Numbers of papers accepted for presentation by same author

1. Normally SEAAIR accepts only a maximum of TWO papers by the same main author, and these are treated as TWO separate registrations of papers and presentations, but paid once. A third paper by the same author with(out) co-authors will need a full registration with full payment.
2. All other co-author(s) who attend the Conference will need to register as non-presenting participants which is subject to a reduced registration fees.
3. An author with 3 papers can appeal to the SEC to request for special permission to accept the third paper. A main author with 3 papers accepted by SEAAIR will need to ask the second main co-author to make the presentation of the paper for the 3rd paper, which needs to pay for the full registration fees in the Conference, failing which the paper will be taken out of the SEAAIR Proceeding.

Acceptance of papers for publication in the Proceeding

1. Presentation at the Conference and Publication in the proceeding is based on full acceptance of paper that has undergone the process of a double-blind review and full payment of registration fees.
2. Accepted papers will be published in an ISSN or ISBN numbered Proceeding issued by the host country. It is the Conference's intention to print directly from authors' submissions. Therefore authors must make sure that their final submissions are print-ready.
3. By submitting an abstract and the successful paper, author(s) automatically authorize SEAAIR to print and reprint their papers and abstracts in the Conference Proceedings or elsewhere and in whatever forms.

Approved on 15th June 2021 by SEAAIR Executive Committee (SEC)