



South East Asian Association for Institutional Research (SEAIR)

Submission Guidelines: SEAIR Conference Management System

The SEAIR Conference Proceeding has achieved a significant milestone by being listed in the EBSCO Academic Database, a prestigious online resource that indexes scholarly publications from around the world. This recognition enhances the visibility and credibility of the conference proceedings, making them more accessible to researchers and academics globally.

Submission Guidelines: SEAIR Conference Management System

This document provides a step-by-step guide on submitting abstracts and papers for the SEAIR Conference through our online Conference Management System, accessible at <https://conference.seairweb.info/>. By following these instructions, authors can ensure a smooth and successful submission process.

All authors should submit abstracts and papers according to the procedures as follows:

1. Submit abstracts through <https://conference.seairweb.info/>, the SEAIR Conference Management System, using the steps described in the instruction section below.
2. Abstracts will be reviewed through a blind review process by two reviewers, and decisions will be emailed to the authors.
3. The authors 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.
4. Full papers will also be double-blind reviewed, and decisions will be emailed to authors.
5. The authors will revise the papers based on suggestions made by both reviewers and resubmit through the same steps (but with the word "revised" in the file names).
6. Official acceptance letters will be emailed to authors upon the acceptance of the full papers.

Very Important Note:

- All submissions must be made within the deadlines published on the conference website (24.00 hours ICT time).
- All contacts must be performed through the Chair of the Technical Committee and the SEAIR Executive Committee (SEC). Decisions made by the Chair of the Technical Committee informing the SEC are final.
- Any queries and Information should be directed to SEAIR Secretariat at seair.info@gmail.com.

Acceptance of papers for Proceeding

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.

Log in to the SEAAIR Conference Management System

Visit the SEAAIR website (<http://www.seaairweb.info/>) to obtain the web link for online submission. Please also look at the "Important Dates" to ensure that you do not miss out on any key dates of submission.

Clicking the "Online Submission" link will bring you to the SEAAIR Conference

The screenshot shows the SEAAIR website homepage. On the left, there are two vertical navigation menus. The top menu includes: About Institutional Research, SEAAIR Constitution, SEAAIR Declaration, SEAAIR Standard Operation Procedures (SOP). The bottom menu includes: AIR, EAIR, AAIR, South Africa AIR, CIRPA, Dutch AIR, Other Affiliated Organizations. The main content area has a header 'About SEAAIR' with a sub-header 'About SEAAIR'. Below this is a paragraph: 'In early September 2000, an international group of senior academics from the region met at the International Medical University in Kuala Lumpur to discuss the possibility of forming a regional association for institutional research. Since then, the SEAAIR had prospered to become one of the most influential AIR affiliated groups for institutional research professionals. For more detail, [CLICK HERE](#)'. Below this is an 'Announcements' section with a sub-header 'SEAAIR 2020/21: The 21st Annual Conference (Virtual)'. It includes a graphic for the conference, a paragraph: 'Please mark your calendar for the SEAAIR 2020/21 Conference (November 23 - 24, 2021). While we miss seeing you in person due to the pandemic, this virtual conference delivers the knowledge-rich conference experience from the comfort of your own desk.', a theme 'Diversity in Education', sub-themes, and a list of five topics: 1. Teaching, Learning, and Quality Assurance; 2. Education Governance, Culture, and Values; 3. Inclusive and Multidisciplinary Curriculum; 4. Educational Technology and Innovation; 5. National Education Agenda. Below this is a paragraph: 'From networking with peers to presentation sessions by leading experts in the field, the annual conference is the must attend event for academics, educators, researchers and practitioners in higher education.' There are two callout boxes: a blue one with 'Important Dates', 'Registration and Payment Guidelines', and 'Conference Poster'; and a green one with 'Online Submission' and 'Instructions for Online Submission'. At the bottom, there are links for 'About SEAAIR 2021 Abstract Submission: [WRITE](#)' and 'We are inviting scholars to submit the abstract. [The](#)'.

Management System login page. Alternatively, you may type <https://conference.seaairweb.info/> in the address bar of your web browser. Click the "Log in" button on the top right corner.

The screenshot shows the SEAAIR Conference Management System login page. On the left, there is a logo for SEAAIR (South East Asian Association for Institutional Research) and the text 'SEAAIR Conference Management System'. On the right, there is a 'Sign in' section. It includes a link for 'Not a member? [Sign up now](#)'. Below this are input fields for 'Email' (with the example 'seaair.info@gmail.com') and 'Password'. There is a 'Log In' button and a link for 'Forgot Password'. At the bottom, there is a copyright notice: '© 2024 SEAAIR Conference Management System. All rights reserved. v2.0.0'.

When you are at the "Log in to SEAAIR Conference Management System " page, key in your username and password to access the SEAAIR Conference Management System. If you do not have an account, click "sign up now" and set up a SEAAIR Conference Management System account. You may use the "Forgot Password?" link to retrieve your password.

Make sure you are on the right conference site, as shown in this example, xth Annual SEAAIR Conference.

Welcome back, Yit Yan Koh
Your recent roles are shown in the table below. Click on a role to access

Conference	Roles
24th Annual SEAAIR Conference	Author

Clicking the "Author" button leads you to the submission page

+ New Submission

ID	Titles	Submitted Date	Status
----	--------	----------------	--------

Click the "+ New Submission" to make a submission. Key in all necessary information for the submission.

New Submission
Contact the Technical Chair at [undefined](#) for all questions about processing your submission

Title
Title of Paper

Sub-theme

Keywords (maximum of 5 keywords)
Type something and press enter...

Abstract
Write your abstract

Words: 0 /

Key in the information of authors.

First Author

First Name Last Name

Email Country

Affiliation Corresponding Presenter Author

SEAAIR accepts a maximum of two papers from the same main author, with full registration and payment required for a third paper, while co-authors attending the conference register as non-presenting participants at reduced fees. Authors can appeal for special permission for a third paper, but a co-author must present it with full registration fees paid. To comply with indexing requirements, an author can appear in a maximum of three papers in a single proceedings publication. SEAAIR may request the removal of an author's name appearing more than thrice.

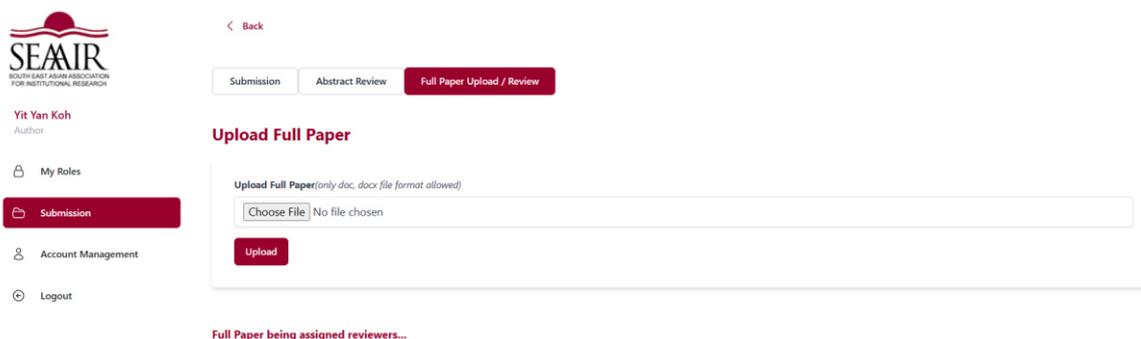
Each paper can have up to three authors, with certificates issued upon payment verification. Exceptions for more contributors require justification and approval from the Technical Committee Chair (seair.info@gmail.com), who must be contacted by the corresponding author.

Submission of Full Paper

Before you submit the full paper, visit the SEAAIR Website (<http://www.seairweb.info/Conference/index.aspx>) for guidelines to prepare the Full Paper for the conference. All full papers submitted must fulfill the format of the conference paper.

The submission number allocated to you during the abstract process will be used for the full paper submission. **DO NOT USE A NEW SUBMISSION FUNCTION FOR FULL PAPER SUBMISSION.**

Log in to the SEAAIR Conference Management System, and access to your paper.



Click the "Full Paper Upload/Review" button to upload a full paper.

Only documents in Word open XML document (.doc, .docx) are accepted. Select a file to upload and click "submit".

Document History

Approved: 15th June 2021, SEAAIR Executive Committee (SEC)
Updated: 21st July 2024, SEAAIR Executive Committee (SEC)