

# IAFOR Conference Submission Walkthrough

## Before you Begin

The corresponding author must collect and enter the following information for the abstract submission:

- Contact data - Correct spelling of first and last name, rank, affiliation, affiliation country
- Paper Title - Full paper title for the presentation
- Paper Abstract - 250 word abstract

*We strongly recommend that you prepare all the information required below BEFORE starting to fill in the submission form. Your information will be lost if you leave the page or close the browser without submitting all the contents.*

# **Submission Process**

## **Login to My IAFOR or Create an account**

Your email address will be used as your username and you will be asked to create a password. Please be aware that the information you enter when creating your account will be used for official Letters of Acceptance, Letters of Invitation, and Conference Programmes, so please ensure correct spelling of names, affiliated institutions, and so forth.

## **Submit to the Conference**

Submit your proposal, choosing from the available presentation formats.

## **Receive a Confirmation**

After submission, you will receive an automatic confirmation that your proposal has been received.

## **Initial Screening**

Your submission will be checked by staff to ensure it conforms to accepted academic norms, and to screen out incomplete submissions.

## **Review**

Your submission will be reviewed by members of the Review Committee

## **Final Review**

Your submission will receive a final review by the Organising Committee.

## **Result Notification**

A result notification will usually be sent to you within four weeks of submission.

## **Registration**

Conference registration is open on the conference website. All individuals who wish to present at the conference, are required to submit conference registration payment by the registration deadline.

The submission WILL NOT appear in the Printed Programme unless at least one author of the submission is registered by the registration deadline.

## Call for Papers

Go to the Call for Papers page of your preferred conference - <https://iafor.org/conferences/>  
Click on the "Submit an Abstract / Log In"

**Key Information**

- Conference Dates: **Thursday, November 25, 2021 to Sunday, November 28, 2021**
- Early Bird Abstract Submission Deadline: **July 01, 2021\***
- Final Abstract Submission Deadline: **September 01, 2021**
- Results of abstract review returned to authors: **Generally within four weeks**
- Full conference registration fees due for all presenters: **October 14, 2021**
- Full conference paper submission (after the event): **December 28, 2021**

\*Submit early to take advantage of the discounted registration rates. [Learn more about our registration options.](#)

The Organising Committee of The 13th Asian Conference on Education (ACE) is calling for abstract submissions. To present your research at the conference your abstract must first pass double-blind peer review. Upon payment of registration fees, your attendance at the conference will be confirmed.

**Submit an Abstract / Log In**

## Login or Create an account

If you have already created an account, but have yet to submit, please login. After logging in, you will be automatically redirected back to the submission form.

**Login**

Username or email address \*

Password \*

Login

☐ Remember me

[Lost your password?](#)

## Create an account

First Time Submitters: If you have not yet made a submission to the conference you must create an account on "My IAFOR".

After creating an account, you will be automatically redirected back to the submission form.

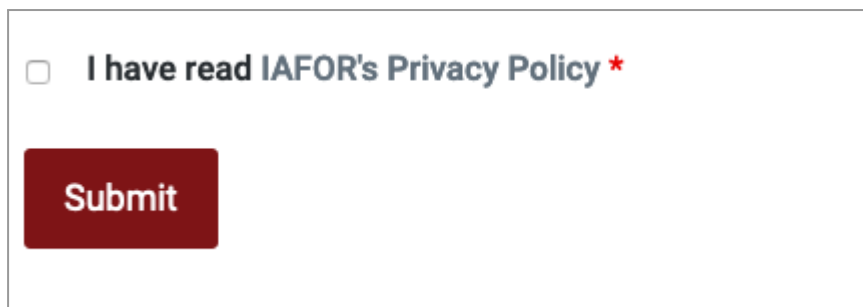
Enter your first name, last name, email address, and select a salutation (Professor, Dr, Mr, Ms, Mx). This will be used in all correspondence with you.

Your email address will be used as your login/username.

Fill out the rest of the form. Biography is optional.

Check the box "I have read [IAFOR's Privacy Policy](#)" and click submit.

After submitting, you will be automatically redirected back to the submission form.



☐ I have read IAFOR's Privacy Policy \*

**Submit**

## Overview: Proposal Submission

**There are 5 Sections:**

Abstract Information  
Corresponding Author  
Grants and Scholarships  
Confirmation  
Completion

We strongly recommend that you prepare all the information required below BEFORE starting to fill in the form. Your information will be lost if you leave the page or close the browser without submitting all the contents.

## SECTION 1: Abstract Information

### Conference Name

Please check the conference name before submitting.

**Conference Name \***

SEACE2021

### Submission Title

A submission must have a short, specific title that indicates the nature of the presentation. Please do not submit titles in ALL upper case or ALL lower case; Title Case (following the [APA guidelines](#)) is required and all titles will be updated to reflect Title Case in the final program. The total length of the title should be no more than 200 characters, not including spaces.

**Submission Title \***

Please choose a brief title (maximum of 20 words) that clearly indicates the content of the contribution. Please write in Title case.

Enter the FULL TITLE of your submission. Maximum of 20 words.

20 of 20 Word(s) left

### Stream

Please select one disciplinary approach. (Only one stream is allowed).

**Streams \***

Select One

### Select a Presentation Type

Select either "Live-Stream Presentation", "Poster Presentation", "Virtual Presentation" or "Workshop Presentation".

**Presentation Type \***

Select One

## Abstract

Please enter the abstract for your presentation. You may type the abstract or copy and paste the information below. There is a 250-word count maximum.

Abstract \*

The acceptable word range for the abstract is 120–250 words. Abstracts which do not meet this word limit will be sent back to the corresponding author to be revised.

The abstract should be clear, concise, and written in English with correct spelling and good sentence structure.

Abbreviations may be used in the text if they are defined when first used.

250 of 250 Word(s) left

Click Next to progress

Abstract \*

The acceptable word range for the abstract is 120–250 words. Abstracts which do not meet this word limit will be sent back to the corresponding author to be revised.

The abstract should be clear, concise, and written in English with correct spelling and good sentence structure.

Abbreviations may be used in the text if they are defined when first used.

250 of 250 Word(s) left

Next

## SECTION 2: Corresponding Author

Select a Salutation, enter First and Last Name in Title Case

### Corresponding Author

Salutation \*

Select

First Name \*

Ruth

Last Name \*

Mund

### Institution & Institution Country

Enter the Institution (do not add a department) and select the country location of the Institution

Institution \*

The International Academic Forum

Institution Country \*

Select one

### Add a second author

If required, please provide information about other authors. You may add up to 6 authors.

☒ Add 2nd Author

Click Next to progress

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## SECTION 3: Grants and Scholarships

IAFOR is dedicated to helping young scholars achieve their research and academic goals, while also encouraging them to apply the principles of interdisciplinary study to their work. IAFOR offers travel and accommodation grants and full or partial scholarships covering conference registration fees to PhD students and early career academics who might not otherwise have the financial resources to be able to attend our academic conferences.

The following scholarships are available:

### **The Stuart D.B. Picken Memorial Fund**

The Stuart D. B. Picken Grant and Scholarship is awarded to PhD students and early career academics who are in need of funding to complete their research, and whose work demonstrates academic excellence. Priority will be given to attendees whose work is interdisciplinary in nature. Recipients receive a grant of up to 500 USD towards airfare and accommodation, as well as a scholarship to cover full conference registration fees for the IAFOR conference at which their work will be showcased.

### **IAFOR Scholarships**

Full and partial conference scholarships are available to cover registration fees for PhD students and early career academics to present at IAFOR conferences. Priority will be given to attendees whose work crosses borders of nation, culture and discipline.

### **The IAFOR-Barcelona University Scholarship**

This scholarship covers registration fees for two PhD students at the University of Barcelona to attend and present at The IAFOR International Conference on Global Studies and The IAFOR International Conference on the City in Barcelona.

### **The IAFOR-OSIPP Scholarship**

This scholarship covers registration fees for Master's students at the Osaka School of International Public Policy (OSIPP), Osaka University, to attend any IAFOR conference held in Japan. Available to all Master's students at OSIPP.

Abstracts submitted after the initial submission deadline will not be considered for scholarships.

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IAFOR is dedicated to helping young scholars achieve their research and academic goals, while also encouraging them to apply the principles of interdisciplinary study to their work. IAFOR offers travel and accommodation grants and full or partial scholarships covering conference registration fees to PhD students and early career academics who might not otherwise have the financial resources to be able to attend our academic conferences.

☐ I wish to be considered for a scholarship

☐ I am a student currently enrolled in a PhD or Master's degree programme

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**If you would like to apply for the grants and scholarships, please check the box**

Kindly select whether you are currently enrolled in a PhD or Master's degree programme, or if you are an Early Career Academic.

- ☐ I am a student currently enrolled in a PhD or Master's degree programme
- ☐ I am an Early Career Academic (I have completed a postgraduate degree programme within the last five years)

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## SECTION 4: Confirmation

Please read and check each statement then press “Submit” to complete your submission

I acknowledge that the information provided in this proposal is accurate and up to date and the names of the presenter(s) as entered here are as they should appear in the Print Program and online schedule. (I have confirmed the correct spelling, correct affiliation and correct email of all listed participants). IAFOR will not be responsible for incorrect information listed in the final program.

I confirm that I have included all authors of this paper.

I declare that this proposal is an original contribution.

I confirm all proposed presenters of this paper have graduated from a recognised bachelor's degree programme.

### Confirmation

- ☐ I have included all authors \*
- ☐ I declare that this submission is an original contribution by the author(s). \*
- ☐ I confirm all proposed presenters of this paper have graduated from a recognised bachelor's degree programme. \*

Submit

## SECTION 5: Completion

The form will complete and a confirmation message will show. A confirmation email will be sent to the corresponding author's email address.

### New Submission

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Thank you for your proposal entitled '**Test 999**'.

1. Initial Screening: Your submission will be checked by staff to ensure it conforms to accepted academic norms, and to screen out incomplete submissions.
2. Review: Your submission will be reviewed by members of the Programme Committee
3. Final Review: Your submission will receive a final review by the Programme Committee.
4. Result Notification: A result notification will be sent to you by February 28, 2020.
5. Registration: Conference registration will open in January 2020. Payment of registration fees is required of ALL PARTICIPANTS on accepted panels. All individuals attending the conference, including individuals accepted to present on panel sessions, are required to submit conference registration payment by the registration deadline.

You will receive a notification email to [ampratt@iafor.org](mailto:ampratt@iafor.org) after each stage.

You can also check on the progress of your submission on the 'Submission' tab of your Account Page