



KNOWSKILLS TVET COLLEGE, LAXENIA INTERNATIONAL INSTITUTE – MALAYSIA CAMPUS

INTERNATIONAL CONFERENCE

RULES AND REGULATIONS

1. General Information:

- Conference Date: 22 November 2024
 - Theme: Fostering Multi-disciplinary Research & Innovation Towards Sustainable Growth
 - Tracks: The conference will cover a broad range of subjects, including:
 - Management, Business Administration, International Business, Commerce & Finance
 - Economics, Corporate Secretaryship, Electronics, Physics, Mathematics
 - Health Science, Microbiology, Biotechnology, Food Processing Technology
 - Computer Science, Information Technology, Cyber Security
 - Social Science, Psychology, Visual Communication, Animation & Graphic Design
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2. Important Dates:

- Abstract Submission Deadline: 15 October 2024
 - Full Paper Submission Deadline: 25 October 2024
 - Notification of Acceptance: 30 October 2024
 - Registration Date: 7 November 2024
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3. Paper Publication:

- Conference Proceedings: All accepted abstracts will be published with an ISBN.
- Special Edition Publication: Selected papers will be published in the International Journal of Hindusthan HIJOMR (online journal with ISBN).
- Book Chapter: High-quality papers may be published as book chapters with ISBN.
- Scopus Indexed Journals: Selected papers may be published in Scopus-indexed journals at an additional cost.

4. Registration Fees:

- Local Participant: RM500 (includes conference fees and lunch)
- International Participant: USD130 (includes conference fees and lunch)
- Local Face-to-Face Presenter: RM300 (includes conference fees and lunch)
- International Face-to-Face Presenter: USD80 (includes conference fees and lunch)
- Local Online Presenter (including Research Scholar): RM200 (maximum two authors; RM100 for co-author certificate)
- International Online Presenter (including Research Scholar): USD50 (maximum two authors; USD100 for co-author certificate)

Note: The fees mentioned cover only the conference and lunch. Additional costs for accommodation, flight tickets, and personal expenses are not included.

5. Guidelines for Paper Submission:

- Formatting:
 - Font: Times New Roman, Size: 12
 - Line Spacing: 1.5
- Length: Papers must be a minimum of 6 pages.
- Submission: Submit papers via email to: kstvetconference@knowskillstvet.com
- Each paper will undergo a review by the expert committee.
- The primary author will be contacted through email regarding the status of the submission.

6. Presentation Categories:

- Participant: General conference attendance without paper presentation.
 - Face-to-Face Presenter: Presenters will attend the conference in person and deliver their research.
 - Online Presenter: Presenters will present their research virtually. Both local and international presenters can present online.
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7. Participation Guidelines:

- All participants must adhere to the schedule and registration deadlines.
 - Presenters are responsible for ensuring the quality and originality of their submissions.
 - KSTVET reserves the right to reject submissions that do not meet the conference's standards or violate ethical guidelines.
 - Co-authors of accepted papers who wish to receive a certificate must pay an additional fee as stated above.
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8. Miscellaneous:

- KSTVET is not responsible for personal travel, accommodation, or other incidental costs.
 - The official language of the conference is English.
 - Any changes to the conference schedule or format will be communicated to all participants well in advance.
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9. Attendance and Participation:

- **Attendance:** All registered participants are expected to attend the entire duration of the conference.
 - **Certification:** Participants and presenters must attend at least 80% of the sessions to receive a participation certificate.
 - **Late Attendance:** Participants and presenters arriving late will only receive a certificate if they have attended a significant portion of the conference.
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10. Code of Conduct:

- **Respectful Behaviour:** All participants are expected to behave respectfully towards fellow attendees, presenters, and conference staff. Discriminatory, offensive, or inappropriate behaviour will not be tolerated.
- **Disruption of Sessions:** Participants should refrain from interrupting ongoing sessions. Mobile phones should be switched off or set to silent mode during presentations.

- **Recording and Photography:** Any recording (audio or video) or photography of presentations without prior permission from the organisers and the presenter is prohibited.
 - **Dress Code:** Participants are expected to maintain a formal or business casual dress code throughout the event.
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11. Presentation Rules:

- **Presentation Format:** Face-to-face and online presenters are required to use presentation slides (PowerPoint or equivalent). Any additional media must be shared in advance for technical checks.
 - **Time Limit:** Each presenter will be allocated 20–25 minutes to present their paper, followed by a 5-minute Q&A session. Exceeding this time limit may result in a warning or cutting off the presentation.
 - **Online Presenters:** Online presenters must ensure they have a stable internet connection. Presenters who miss their allocated time due to technical issues may be rescheduled at the discretion of the organizers.
 - **Backup:** Presenters should have a backup of their presentation materials on a USB or cloud storage in case of technical issues.
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12. Paper Submission Ethics:

- **Originality:** Submitted papers must be original work, and should not have been previously published or submitted elsewhere. Plagiarism will result in immediate rejection of the submission.
 - **Co-authorship:** Papers may have a maximum of two authors. If there are additional authors, they must be declared during submission, and any co-author desiring a certificate must pay the additional fee.
 - **Copyright:** By submitting a paper, authors grant KSTVET the right to publish the work in the conference proceedings, journal, or book chapter as mentioned.
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13. Cancellation and Refund Policy:

- **Cancellations:** No refunds will be issued for cancellations made.
 - **Substitute Presenters:** In case a registered presenter is unable to attend, a substitute presenter may be allowed, provided prior notice is given, and the substitute is registered for the conference.
 - **No-show Policy:** Registered presenters who do not show up at the conference (in-person or online) without prior notification will not be eligible for a refund or certificate.
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15. Intellectual Property:

- **Data Sharing:** Authors are responsible for obtaining the necessary permissions to use any third-party materials (data, figures, tables, etc.) included in their papers or presentations.
 - **Confidentiality:** Reviewers and the organising committee will maintain the confidentiality of the submitted papers until they are published.
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16. Technical Assistance and Support:

- **Technical Check:** Presenters must participate in a mandatory technical check prior to their session to ensure their equipment works properly.
 - **Onsite Support:** Technical support staff will be available onsite to assist with audio visual setup and troubleshoot issues.
 - **Online Presenters:** Technical support will be available for online presenters prior to their session to ensure smooth presentation. Presenters should log in 15 minutes before their scheduled time.
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By registering for the International Conference organised by KNOWSKILLS TVET COLLEGE (KSTVET), all participants/presenter agree to abide by the above rules and regulations.