

## **Abstract and Proposal Submission Guidelines:**

An abstract of 500 words maximum is required for all types of session proposals. Abstracts should include title, presenter's name, position, institution, and email address. Proposals and presentations must be in English. Time allocation listed below is tentative. Presenters will receive confirmation of time allocation at a later date when all proposals are reviewed and the program is finalized.

- Full papers are intended to be research papers or in-depth literature reviews. Presenters will have 20 minutes to deliver a summary of their papers and 10 minutes for Q & A. Authors of selected papers will receive further details for final submission of the papers (6-10 pages).
- Presentations can showcase research in progress, best practices, case studies and other short communications. Presentation time is 30 minutes, including 10 minutes for Q & A.
- Roundtable discussion is offered by 3-4 panelists on a common topic related to the theme of the program. It is intended to be interactive, and would likely be one hour, depending on the number of panelists and the topic.
- Poster session is to display materials that can easily be communicated visually with opportunities for individuals to have informal discussions with presenters. Poster dimensions should be no larger than A1 size (841mm × 1189mm) portrait style. Presenters will be expected to be available to discuss their work at specified times during the program.
- Train-the –trainer workshops will be participatory and interactive to share practical experiences or models that are effective and replicable. These could be 1 to 1 ½ hours.
- PechaKucha are meant to be quick-paced visual descriptions of works in progress, new developments, innovations and will follow the format of 20 slides/20 seconds each, for a