

APPLICATION TO PRESENT CONFERENCE PAPER

Please attach supporting documentation and provide evidence that SEGi's logo and brand name will be published. Please submit in duplicate.

Section A: Details of Applicant			
Name		Position	
Faculty/ School		Date Joined	
Contacts	<i>Office Telephone No.:</i> <i>Hand phone No.:</i> <i>Email Address:</i>	Citizenship	
Section B: Details of Intended Conference (please attach brochure and full conference paper to be presented)			
Name of Conference	Title:		
	Date:	Venue:	Fee:
Organiser(s)			
Title of Paper (New/ Review)			
Author/s (Presenter)			
Research Grant (if applicable)			
Purpose/Objective			
Section C: Conference Paper Status			
1) Has the paper been accepted? Yes / No <i>If yes, please provide proof and highlight it.</i>		Evidence Attached YES / NO	
2) Has the paper been assessed? Yes / No <i>Please provide a report.</i>		Report Attached YES / NO	



Section D: Details of Latest Conference Presentation	
Last Conference Presentation (New/ Reviewed Paper)	Title:
	Date: Venue: Fee:
Research Grant for the Paper (if any)	
Details of Project Leader and Co-Researcher(s)	Name: Designation: Name of Co-Researcher(s):
Progress of the Paper towards Journal/ Book /Book Chapter Publication	
Sharing Session of the Last Conference paper Carried Out?	If yes, please provide supporting documentation, and state outcome. Colloquium presented at SEGi University on ___/___/_____ (date) If no, please state reason.

Section E: Financial Assistance Summary

CONFERENCE EXPENDITURES	Duration (Days)	Estimated Costs (RM)
Conference Registration Fees:		
Accommodation (nights x):		
Travel (Air/ road/ others):		
Subsistence allowance:		
Total		
Others (Please specify)		
ESTIMATED TOTAL COST		
SPONSORSHIP REQUESTED <small>(Local Conferences = Max RM3,500) (International Conferences = Max RM7,000)</small>		

Section F: Approval Details

Declaration and Signature of Applicant	<p>I accept that a copy of the full conference paper is to be submitted to the R&D Committee prior to the conference. I also undertake to submit a copy of the conference programme / proceedings to RIMC @ SEGi together with a brief report (Section G) and photographs of the event and to follow-up upon attending with a conference attendance report and a colloquium for SEGi University staff. I also undertake, had I requested for cash advancement, to submit my claims for expenses incurred within one week of my return; failing which, please deduct the cash advance from my monthly salary.</p> <p>Signature: _____</p>	
Supported by Dean/ HOD of Faculty:	Signature: _____ Date: _____	Recommended by Director, RIMC: Comments (if any): Signature: _____ Date: _____
Approval for Presentation by Vice Chancellor/ Deputy Vice Chancellor	Comments (if any): Signature: _____ Date: _____ <div style="margin-left: 20px;"> <input type="checkbox"/> Approved <input type="checkbox"/> Rejected </div>	



Please detach and submit to RIMC after the Conference Attendance

Section G: Conference Attendance Report Form (to be submitted after the conference)			
Name:		Position:	
Faculty:		Sponsorship Obtained:	RM
Name of Conference Attended:		Date/s:	
Location:			
Title of Paper Presented:			
No. of Participants			
Brief Description on Overall Conference Conduct:			
Would you attend/recommend this conference?			
<p>Is your paper going to be published elsewhere : Yes / No If yes, please provide details.</p>			
Name:	Signature:	Date:	