

**An Affiliate of US-Based Association for Institutional Research (AIR)**

**Annual SEAAIR Conference Registration Form**

**Registration and Payment Guidelines**

1. Payment of a registration fee covers the cost to attend all conference activities, coffee breaks, conference reception and banquet, and all lunches during the conference. In addition, each registrant will receive a copy of the conference proceedings with ISBN. Notice that this registration fee does not cover transportation fee, accommodation fee, and after conference tour fee.
2. All authors/co-authors/presenters’ categories are allowed a **maximum of 3 paper submissions** **per researcher.** A final paper can contain only a **maximum of 3 researchers’ names**. Papers with more than 3 researchers’ names will not be considered but can be appealed on a case-by-case basis. subject to SEAAIR publication criteria and the discretion of the Head of the Technical Committee.
3. The first name in all paper categories is designated as the “First author” including a single-authored paper. The second & third names as “Co-authors”.
4. A researcher is allowed to submit a maximum of 2 papers as “First Author” and as Presenter or Non-presenter, with a subsequent 3rd paper as “Co-author”.
5. The 1st paper submission is levied a full registration fee, with subsequent paper submissions in all categories levied at a 50% rate.
6. Please forward all enquiries to [seaair.info@gmail.com](mailto:seaair.info@gmail.com)

**SECTION 1: Personal Information**

*Information entered in this form will strictly be used for Annual SEAAIR Conference Database and communication for future SEAAIR conferences only. Only the Honorary Secretary, the Head of Secretariat and Secretary of Local Organising Committee will have the access to the information of email and contact details.*

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| --- | --- | --- | --- | --- | --- |
| **PLEASE FILL IN A SEPARATE REGISTRATION FORM FOR EACH CONFERENCE PARTICIPANT** | | | | | |
| Title / Salutation | Enter Text. | Name**\*** | Enter Text. | | |
| Affiliation | Enter Text. | | | | Institution member:  YES  NO  Individual member:  YES  NO |
| Mailing Address | Enter Text. | | | | |
| City, Zip, Country | Enter Text. | | | | |
| Passport Number | Enter Text. | | | | |
| Mobile Phone Number | Enter Text. | | Email | Enter Text. | |
| Dietary Requirement | None Halal Vegetarian | | | | |

**SECTION 2: Information of Submitted papers**

***Important Note****: Please put an “X” in the box that applies to the nature of your authoring & presentation of first and subsequent papers, poster presentation, OR participation based on the SEAAIR guidelines for registration and payment policies, as the actual payment will reflect the types and nature of “Certificates" issued by SEAAIR for the conference.*

**First Paper submission**: Researchers who have only 1 paper submission as a “single author paper” OR as a “first/co-author with multiple authors”

|  |  |  |  |
| --- | --- | --- | --- |
| Category (a) Single-author paper | | | |
| Paper ID | Enter Text. | | |
| Title of Paper | Enter Text. | | |
| Role | First Author & Presenter |  |  |
| Total Payment | | | USD Enter Text. |
| Category (b) First OR Co-Author in ONE Paper with Multiple Authors | | |  |
| Paper ID | Enter Text. | | |
| Title of Paper | Enter Text. | | |
| Role | First Author & Presenter | Co-author & Presenter |  |
| First Author & Non-Presenter | Co-author & Non-Presenter |  |
| Total Payment | | | USD Enter Text. |

**Second Paper submission**: Researcher who has 2 papers submission

|  |  |  |  |
| --- | --- | --- | --- |
| First OR Co-Author in Second Paper with Multiple Authors | | | |
| Paper ID | Enter Text. | | |
| Title of Paper | Enter Text. | | |
| Role | First Author & Presenter | Co-author & Presenter | USD Enter Text. |
| First Author & Non-Presenter | Co-author & Non-Presenter | USD Enter Text. |
| Total Payment | | | USD Enter Text. |

**Third Paper submission**: Researcher who has 3 papers submission

|  |  |  |  |
| --- | --- | --- | --- |
| First OR Co-Author in Third Paper with Multiple Authors | | | |
| Paper ID | Enter Text. | | |
| Title of Paper | Enter Text. | | |
| Role | First Author & Presenter | Co-author & Presenter | USD Enter Text. |
| First Author & Non-Presenter | Co-author & Non-Presenter | USD Enter Text. |
| Total Payment | | | USD Enter Text. |

**Other Categories** (subject to Poster or Participant registration fees)

|  |  |  |
| --- | --- | --- |
| Poster Presentation | First Author & Presenter | USD Enter Text. |
| Participant only | Non-authoring & Non-presenting | USD Enter Text. |
| Total Payment | | USDEnter Text. |
| Accompanying persons | Non-attendees except for Conference Dinner & Cultural Trip | USDEnter Text. |

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|  | Overall Total Payment | USD Enter Text. |

**SECTION 3: Declaration & Undertaking**

Payment by Credit Card

Payment by Bank Transfer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Amount (USD) | Bank Name | | Remitter | Date | Ref. No |
| Enter Text. | Enter Text. | | Enter Text. | Enter Text. | Enter Text. |
| **For online transfer (Debt card/Credit card/Online Banking)** | **Order ID/Traction ID:** Enter Text. | | | |

**SECTION 4: Declaration & Undertaking**

1. I have not published this paper anywhere before.
2. I will not cause or involve in any sort of violence or disturbance within and Outside of the Conference/Event Venue.
3. SEAAIR has all rights reserved to shift the venue, rescheduling the date of the Event.
4. I do here by declare that all the information given by me is true.
5. I am transferring the Copyright of my paper to SEAAIR
6. **\*I understand that names on certificates will be written exactly as is in the registration form, ensured correct spelling and wordings, as no changes will be accepted on the certificates.**

|  |  |  |  |
| --- | --- | --- | --- |
| PRINT NAME | Enter Text. | Date | Enter Text. |

SEAAIR Secretariat

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