



in collaboration with



<Replace with Conference Title>

organized by

<Replace with Partner Organization's Name>

in collaboration with

Ascendens Asia International Research Institute

Ascendens Asia International Research Institute Pte. Ltd. is open to collaborate with reputable organizations in their pursuit of propagating research as an advocacy for community empowerment. As a collaborating partner, the basic partnership essentials are as follows:

Main Organiser	<Replace with Partner Organization's Name>
Collaborating Partner	Ascendens Asia International Research Institute Pte. Ltd. https://Institute.AscendensAsia.com
Archiving Partner	Ascendens Asia Publishing Pte. Ltd. <i>a National Library Board of Singapore – registered publisher</i> For a list of AA's digital publishing links, visit: https://tinyurl.com/AADigitalPublication2021
Roles	<p><Replace with Partner Organization's Name></p> <ol style="list-style-type: none"> 1. All necessary roles of an organiser other than those mentioned below. Items to consider: <ol style="list-style-type: none"> 1.1. inviting of speakers, 1.2. preparation and management of program flow, 1.3. invitation of participants, 1.4. management of program proceedings, 1.5. among others. <p>Ascendens Asia International Research Institute Pte. Ltd.</p> <ol style="list-style-type: none"> 1. Provides the conference registration platform online with standard registration template. 2. Issues digitally verifiable certificates to participants following the certificate design crafted by PARTNER. Standard certificate types issued: <ol style="list-style-type: none"> 2.1. Certificate of Participation 2.2. Certificate of Recognition (for presenting participants) 3. Extends free lifetime Associate Membership to all participants. <p>Ascendens Asia Publishing Pte. Ltd.</p> <ol style="list-style-type: none"> 1. Layout, proofread, archive, and publish the conference's abstract proceedings. 2. Publish recorded presentation via AA Publishing's YouTube Channel. 3. Issues digitally verifiable Certificate of Abstract Publication.
Conference Fees	As decided by Partner
Payable to Ascendens Asia	<p>SG\$15.00 per paper presentation, inclusive of the following certificates for the paper's corresponding author (refers to the paper's author/co-author who submits the paper entry):</p> <ol style="list-style-type: none"> 1. Certificate of Participation 2. Certificate of Recognition (for presenting participants) 3. Certificate of Abstract Publication <p>SG\$9.00 per non-corresponding co-author who would like to receive his/her:</p> <ol style="list-style-type: none"> 1. Certificate of Participation 2. Certificate of Recognition 3. Certificate of Abstract Publication



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ASCENDENS ASIA Publishing

Call for Papers

On behalf of **Partner**, the **<Replace with Conference Title>** Research Review Committee is calling for papers across multiple disciplines. **<Replace with Conference Title>** is an open-to-all research conference to celebrate researchers who continue to strive for excellence in pursuit of knowledge enhancement for world and human development.

The Research Review Committee welcomes papers from any fields of discipline across various themes that contribute to further learning and continuing professional development.

Authors of accepted papers are invited to present their work orally and by poster. The conference is open to the public and everyone is invited to submit proposals for papers.

Timetable

Timely submission of the papers is critical to the success of the program. The procedures and timetable enumerated below will apply.

Important Dates

Registration opens

depends on scheduled Conference

Deadline for abstract submission

depends on scheduled Conference

Notification of abstract acceptance

depends on scheduled Conference

Deadline for full paper submission*

depends on scheduled Conference

*(*If PARTNER so requires for submission of papers. However, Ascendens Asia Publishing only requires the abstracts in IMRAD format for archiving.)*

Deadline for Submission of Full Research Paper

The Research Review Committee looks forward to receiving submissions from interested scholars and researchers in response to the call on or before **<depends on scheduled JMRC>**. The Conference Secretariat is happy to respond to inquiries from interested parties.

Questions may be addressed to **<Replace with Conference Title>** Research Review Committee through the following email address **<email here>**. Your participation in this effort to produce new papers will contribute to the written body of useful knowledge for world and human development.

Archiving and Publications:

Research papers accepted and presented in research conferences in collaboration with Ascendens Asia International Research Institute Pte. Ltd. shall be digitally published in the: "**Ascendens Asia Journal of Multidisciplinary Research Abstracts**" (AAJMRA, ISSN: 2591-7064) submitted to the National Library Board of Singapore where e-copies of the conference abstract proceedings shall be made available to the public via <https://ojs.aaresearchindex.com>.



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FULL PAPER GUIDELINES

While the organizers do not strictly enforce specific full paper contents requirements, authors are advised to be guided by the IMRaD (Introduction, Methods, Results, and Discussion) scientific writing structure/format. Full papers must be in English and should be typed in Microsoft Word.doc format, using 11 size Times New Roman fonts, single-spaced on quarto or A4- size paper, 3,500-6,500 words in length. Margin: top: 4 cm; left: 4 cm; bottom: 3 cm; right: 3 cm. Paragraph alignment: justified.

Following is based on the IMRAD Cheat Sheet shared by Carnegie Mellon University's Global Communication Center (Source: <https://www.cmu.edu/gcc/handouts/IMRD%20with%20Examples.pdf>):

Abstract

Abstracts have a maximum of 250 words following the IMRaD format and typically spend:

- 25% of their space on importance of research (Introduction)
- 25% of their space on what you did (Methods)
- 35% of their space on what you found: this is the most important part of the abstract (Results)
- 15% of their space on the implications of the research (Discussion)

Introduction & Importance (Make a case for your new research)

Begin by explaining to your readers what problem you researched and why the research is necessary. Convince readers that it is important that they continue to read.

Discuss the current state of research in your field, expose a “gap” or problem in the field, and then explain why your present research is a timely and necessary solution to that gap. See Novelty Handout.

Methods (What did you do?)

Methods are usually written in past tense and passive voice with lots of headings and subheadings. This is the least-read section of an IMRaD report.

Results (What did you find?)

Results are where the findings and outcomes of the research go. When talking about this data, we can think of the results as having two parts: report and comment. The reporting function always appears in the results section while the comment function can go in the discussion section. Make sure all tables and figures are labeled and numbered separately. Captions go above tables and beneath figures.

Discussion (What does it mean?)

Discussion sections contain the following moves:

1. They summarize the main findings of the study. This allows readers to skip to the beginning of the discussion section and understand the main “news” in the report.
2. They connect these findings to other research
3. They discuss flaws in the current study.
4. They use these flaws as reasons to suggest additional, future research.
5. (If needed) They state the implications of their findings for future policy or practice.

References

Note:

Full paper shall be in APA Style. You may refer to Purdue Online Writing Lab (<https://owl.english.purdue.edu>) for more guidance and information about this format.



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Call for Conference Committees

Memberships/Chairpersonship

The organizers would like to invite registered participants of the **<Replace with Conference Title>** to volunteer as Committee Chairpersons (1 each) or Members (2 to 3 each) for the following committees:

Research Papers Review Committee members are in-charge of:

1. reviewing and approving papers in terms of substance and form as submitted for inclusion in the conference breakout sessions presentations
2. reviewing and approving of poster presentation, if any
3. determining assignment of research presenters' rooms for breakout sessions
4. preparing a schedule of assignment of research presenters' rooms for breakout sessions
5. reviewing the "**Ascendens Asia Journal of Multidisciplinary Research Abstracts**" draft before submission to the National Library Board of Singapore

Programme Committee members are in-charge of

1. preparing the programme flow for the plenary sessions
2. drafting of the souvenir programme
3. coordinating with the **Research Papers Review Committee** to get a copy of the schedule of assignment of research presenters' rooms for breakout sessions
4. preparing the conference kits, registration forms, and IDs

Food and Venue Committee members are in-charge of

1. ensuring that the conference venue is booked at least 3-weeks before the event
2. setting up of the plenary hall
3. setting up of the rooms to be used during breakout sessions
4. ensuring that all rooms have all the audio, visual, and computer equipment needed for the proceedings
5. setting up of the officially designated laptops with JMRC conference desktop background
6. ensuring that refreshments and lunch are served timely and accordingly

Reception/Registration Committee members are in-charge of

1. coordinating with the **Programme Committee** to get prepared conference kits, registration forms, and IDs for distribution during registration on the day of the event
2. collecting flash drives from the research presenters with their official PowerPoint files to be used and placing them inside prepared envelopes with their names and breakout session room assignments
3. coordinating with the secretariat to get the names of all the participants
4. handing over the envelopes with flash drives to the **Food and Venue Committee** for them to save the files in the officially designated laptop computers
5. preparing all the certificates for the participants, speakers, moderators, master/s of ceremonies, committee members, supporting institutions/schools/universities, before the day of the event

A Conference Committee Member/Chairperson shall receive:

1. a Certificate of Appreciation for unselfishly sharing his/her invaluable time, experience, and expertise as a Committee Chairperson/Member of a particular committee
2. a Certificate of Participation
3. a Certificate of Recognition for being a part of the Over-all Organising Committee

If you are interested in volunteering, please contact us through the email provided in the specific event poster where you would like to volunteer at.



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Call for Master of Ceremonies

The organizers of <Replace with Conference Title> invite you to participate as a Master of Ceremonies.

Starting an event is both art and science. Getting everything organised while following a system is the science part. As the master of ceremonies, your main role is to guarantee that you yourself are prepared and organised so you will be one less worry for the organiser. On the other hand, getting the audience seated and all set is the art part. Once plenary sessions start and the ball starts rolling, the session is in your hands. It is your time to showcase your strong skills in managing the proceedings, good command of English, excellent skills in managing time as well as unforeseeable circumstances that may arise and lead to immediate deviation from the original programme flow, and professionalism.

A Master of Ceremony chosen for the JMRC serve on a voluntary basis and is expected to register to attend the conference. Additionally, all related expenses for hotel accommodations and travel, if any, are your responsibility.

A Master of Ceremony shall receive:

1. A Certificate of Appreciation for unselfishly sharing his/her invaluable time, experience, and expertise as a Master of Ceremonies
2. A Certificate of Participation
3. A Certificate of Recognition for being a part of the Organizing Committee

If you are interested in volunteering, please contact us through the email provided in the specific event poster where you would like to volunteer at.



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Call for Moderators

The organizers of <Replace with Conference Title> invite you to participate as a Research Presentation Parallel Session Moderators.

The time commitment involved is minimal but does take some coordination with multiple speakers/presenters and time to consolidate abstracts into the session description for the conference proceedings. Moderating a conference session for research presenters is both an honour, and a chance to improve your personal growth in the area by gaining exposure among research participants. You will reinforce your skills in presenting, increase visibility, and contribute towards making a difference in the community of scholars.

Research enthusiasts chosen to facilitate/moderate for the conference serve on a voluntary basis and are expected to register to attend the conference. Additionally, all related expenses for hotel accommodations and travel, if any, are your responsibility.

Moderators shall receive:

4. a Certificate of Appreciation for unselfishly sharing his/her invaluable time, experience, and expertise as a Parallel Session Moderator
5. a Certificate of Participation
6. a Certificate of Recognition for being a part of the Organizing Committee

As a Research Presentation Parallel Session Moderator, your responsibilities involve:

1. checking with the staff assigned as well as the research presenters to ensure that they have all PowerPoint Presentations saved in the laptop connected to the projector inside your assigned room, ensure it works, etc.
2. warmly welcoming participants and introducing research presenters
3. keeping track of time to assure a timely completion of the breakout session
4. **not purposely** grilling the presenters during the Q&A
5. thanking the presenters and providing some constructive inputs, if any
6. providing a synthesis of the breakout session

An audio-video staff will be available to assist you for the duration of the breakout session.

If you are interested in volunteering, please contact us through the email provided in the specific event poster where you would like to volunteer at.



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Call for Speakers

Share your know-how, insight or innovation! The organisers of <Replace with Conference Title> invite experienced and seasoned professionals to participate as Plenary Speakers.

<Replace with Conference Title> will focus on topics that are important to everyone who wishes to learn about and stay up-to-date with the latest technologies, regulatory issues, essential issues, and trends.

Resource speakers who are carefully selected to talk in the plenary sessions during the JMRC share on a voluntary basis. Speakers' participation in JMRCs will be complimentary.

Speakers are expected to:

1. share their experiences, expertise, invaluable knowledge/information in an educational, non-commercial and non-self-promotional manner.
2. present concepts and ideas that are only related to the conference theme.
3. provide topic title and description.

Speakers shall receive:

1. a simple token of appreciation
2. a Certificate of Appreciation for unselfishly sharing his/her invaluable time, experience, and expertise as a Speaker
3. a Certificate of Participation
4. a Certificate of Recognition for being a part of the Organizing Committee

If you are interested to join the selection process for plenary speakers, please contact us by filling out the following form and sending your CVs to the email provided in the specific event poster where you would like to volunteer at. Please be advised, however, that many applications are received for speaking opportunities and the conference secretariat cannot accommodate all requests. Selection of speakers shall be done by voting amongst members of the different conference committees. You may still send your intent to be a speaker in the succeeding conferences.



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Acceptance Letter Template

<Replace with Date>

<Replace with Name>

<Replace with Email address>

Conference Presenter

RE: Research Paper Acceptance Letter

Dear <Replace with Participant Name>,

Greetings!

We are pleased to inform you that your paper:

Paper Number *Replace Registration Number Here*
Title *Replace Title Here*

has been **accepted** for **presentation** at the <Replace with Conference Title> which shall be held on <Replace with Date> at <Replace with Place>.

Abstracts of research papers accepted and presented in this conference shall be digitally and internationally published in the: "**Ascendens Asia Journal of Multidisciplinary Research Abstracts**" (AAJMRA, ISSN: 2591-7064), indexed by the National Library Board of Singapore and Ascendens Asia Research Index.

For your other inquiries, you may also contact <Replace with Contact Person> via <Replace with Contact Number>, or email at <Replace with Email Address>.

Thank you!

Very truly yours,

<Replace with Name of Head Organizer>

Conference Chair