



**RESEARCH & INNOVATION DEPARTMENT
CONFERENCE/JOURNAL CHECKLIST APPLICATION**

NAME :
POSITION :
FACULTY :

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|---|---|--|--|--|--|--|--|--|--|--|--|
| <ol style="list-style-type: none"> 1. ONLINE APPLICATION FORM (e-community staff) 2. APPROVAL EMAIL/LETTER 3. BROCHURE (CONFERENCE/JOURNAL) 4. CONFERENCE TENTATIVE PROGRAM 5. ACCEPTANCE LETTER OF FULL PAPER/PAPER SUBMISSION PROOF (EITHER SCOPUS/ISI/WoS INDEX ONLY) 6. PROOF OF SCOPUS/WOS INDEXED CONFERENCE PROCEEDINGS 7. FULL CONFERENCE PROCEEDINGS PAPER (With max 5 authors only, SV as Corresponding Authors and Acknowledgement Supported By Grant No. & Tabung Persidangan (Dalam/Luar Negara) (if available)) 8. PRINT SCREEN PROJECT & FINANCIAL DETAIL
(can be check in your research system) 9. BALANCE VOT 29000 * FOR FEES/ BALANCE VOT 21000* For TNT (Flight,Hotel,Meals and Transportation) (Please Vire In Advanced If Insufficient) | <table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table> | | | | | | | | | | |
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Please state balance amount: RM_____

Remark *Please Read carefully:

- a. Application must be submitted **2 months before registration fees dateline for International Conference and 1 month for national conference** to avoid the delay. We are not responsible for any consequences or damages due to late submission and incomplete forms
- b. Please provide all the document needed for smoothens the process.
- c. Please upload all related document needed in the online application.

NOTE: Please tick (√) if the document is already attached and NA if Not Available. Incomplete applications will be returned to the faculty.