DEANSHIP OF
Scientific Research

Virtual Conference Participation Guidelines

Revised
September 1, 2020

Introduction

Due to current lockdown and COVID-19 pandemic, many high-quality conferences have turned into virtual conferences. To extend the support to our faculty and researchers in the Research Institute (RI) to participate in flagship conferences under these circumstances, the university has developed these guidelines and regulations. This will promote the existing research activities at KFUPM, exchange ideas on a global platform with internationally renowned scholars and researchers and publish the scientific outcomes by our faculty and researchers. University encourages the participation in virtual conferences for faculty and researchers in their respective areas of specialization.

Conference Participation Venues

Faculty and researchers can participate in a virtual/online conference as a speaker for an accepted paper. This could be supported through either the University internal fund or an approved and on-going externally funded project. Researchers who are employed as a contractual faculty member and not affiliated with any academic department are also entitled to participate in virtual conferences through the University support and internally/externally funded projects.

Specifically, the participation and coverage for the registration fees/expenses for paper presentation of an accepted full paper, extended abstract/summary is governed by the eligibility outlined in this document. However, the participation in
- Keynote speech
- Panelist in plenary sessions
- Invited speech

and other prestigious events and the associated financial coverage will be treated on a case-by-case basis. The University expects event organizers to waive registrations fees for invited speakers.

Eligibility

For supporting the coverage of virtual conference participation and based on accepted paper(s), the following criteria must be met:
1. Application for Online Conferees should be submitted 2-weeks before the event.
2. Applicant is a faculty member or RI researcher employed on faculty contract at KFUPM
3. Accepted paper(s) is/are in a flagship virtual conference (ranked A*, or A by DSR approved list)[1]
4. Registration fees are mandatory for publishing paper(s)
5. Paper acceptance is based on full paper submission and acknowledges KFUPM support

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[1] Class A* Conferences: Organizing body is a learned society, organizing body is non-profit, organizing body is reputable, the conference should be recognized by its organizing body as their flagship / premier / most important / etc. conference
Class A Conferences: Organizing body is a learned society, organizing body is non-profit, organizing body is reputable

Benefits

Support will be either under No Funded Project category or through internal/external funded projects as follows.

(A) No Funded Project Category

If corresponding or first author is affiliated to KFUPM, conference is flagship and SCOPUS listed, no internal/external projects or funding agencies are acknowledged, then maximum university support is to cover mandatory registration fees of no more than $1000 per fiscal year. In case the conference is in the DSR flagship list but **not SCOPUS listed**, only one application is allowed per year.

(B) Internal/External Funded Projects

If accepted paper has
1. sole acknowledgment of internal project, then all fees will be charged to the <u>active</u> internally funded project.
2. sole acknowledgment of externally funded projects administered by KFUPM (e.g. NSTIP, KACARE, RDO) or collaborative project, then the support will be charged to their <u>active</u> projects subject to the prior consent of external funding agency and terms and conditions of collaboration agreement to utilize fund for such fees.
3. Multiple acknowledgements
    1. of KFUPM administered projects, then the applicant should select one project to compensate all fees as per funding source regulations.
    2. with non-KFUPM co-authors acknowledging external grants, then university supports the fees partially up to the percentage of KFUPM authors only.

Application

Applicant needs to submit through the system the following documents for processing:
1. Copy of the accepted full-paper
2. Acceptance email/letter of the paper

Complete virtual conference application, endorsed by the Chair of academic department, and required documents must reach the Conference Office in the Deanship of Scientific Research **at least two weeks** prior to the conference date. This will enable the Office to review the application for the University approval.

Compensation

Upon the University approval official notice, the applicant needs to provide the Office with
- Original invoice of conference registration fees (or other applicable fees)
- Proof of payment

Acknowledgment

Proper acknowledgement of support by the University should be included in all publications and for those coming out from funded projects. Applicant should adhere to the announced multiple acknowledgment policy and the scenarios therein. Below is an example of acknowledgment:

"The author(s) would like to acknowledge the support provided by the Deanship of Scientific Research at King Fahd University of Petroleum & Minerals (KFUPM) under Research Grant XXXX"