



 <b>UTS</b>	<b>BORC CONFERENCE</b>	<b>Doc. No:</b>	<b>UTS/SBE/P04</b>
		<b>Revision No:</b>	<b>00</b>
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<p>Prepared by:</p> <div style="text-align: center;">  </div> <p>Name : Sulaiman Bin Azman Position : Research Officer, Borneo Regionalism and Conservation (BORC), School of Built Environment</p>	<p>Approved by:</p> <div style="text-align: center;">  </div> <p>Name : Assoc Prof Sr Dr Kan Fock Kui Position : Dean, School of Built Environment</p>
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#### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1.	10/07/24	Establishment	00	Dean, SBE

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## 1.0 OBJECTIVE

This SOP describes the process of organizing a conference to ensure the all the procedure are correct and efficient.

## 2.0 SCOPE

This SOP applies all the conference that organize under School of Built Environment.

## 3.0 REFERENCES

## 4.0 DEFINITIONS / ABBREVIATIONS

UTS	: University of Technology Sarawak
SBE	: School of Built Environment
BORC	: Borneo Regionalism and Conservation
SOP	: Standard Operating Procedure
HOP	: Head of Programme
PIC	: Person in Charge

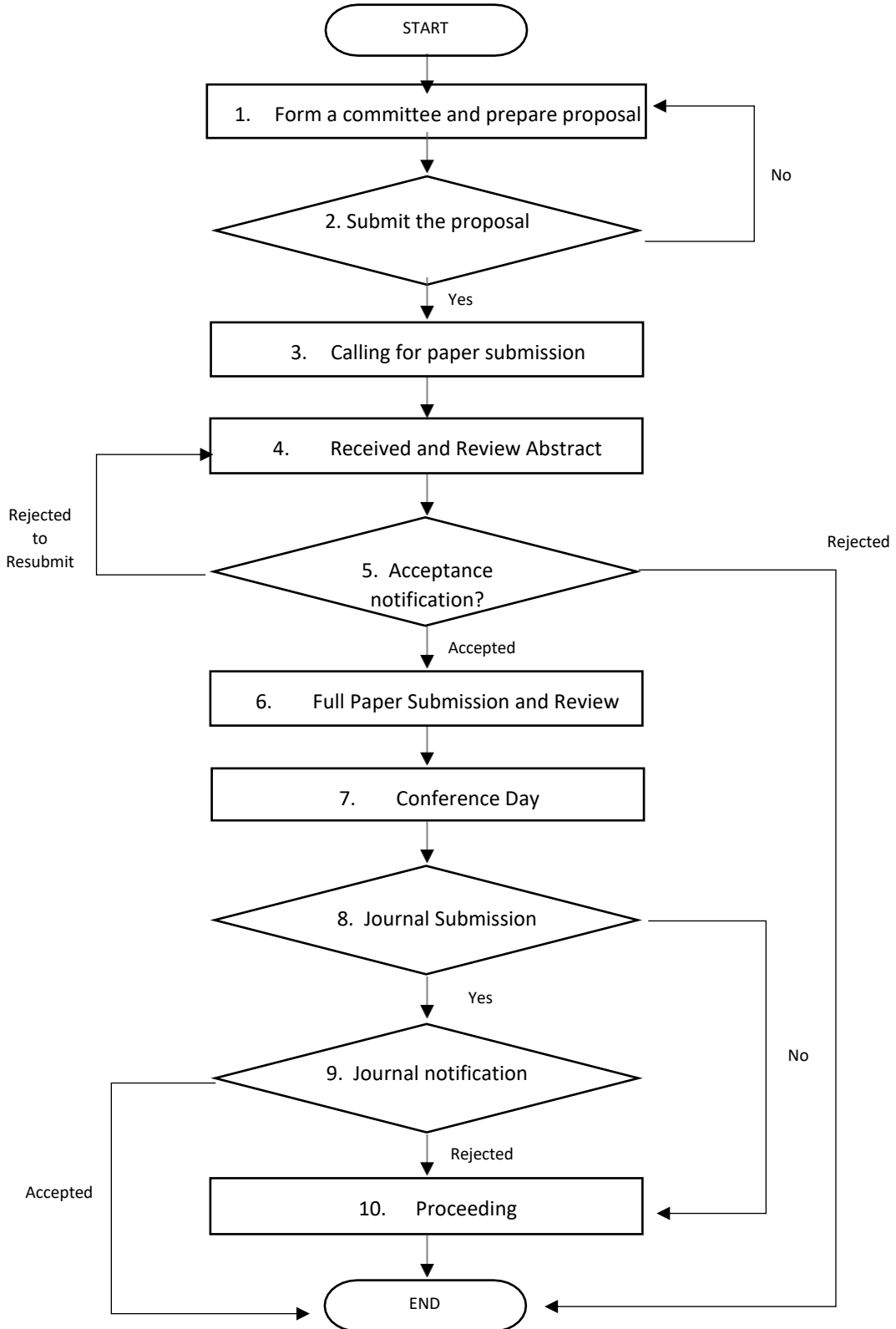
## 5.0 RESPONSIBILITY

- 5.1 The Dean for SBE have the authority to approve the establishment and amended of Conference SOP.
- 5.2 Dean and HOP have the authority to verify the establishment and amendment SOP.
- 5.3 All Committee members are responsible to follow and adhere to this SOP.

## 6.0 PROCEDURE

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6.1 Refer to the process flow chart as below.



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## 7.0 DESCRIPTION

No	Description	Time/ Duration	Person in Charge	Document
1.	<p>Inform a committee and prepare proposal.</p> <p>1.1 The Chairman of the conference need to form a committee in order to conduct a conference.</p> <p>1.2 After that, the committee need to decide the importance date for the conference in order to prepare the proposal.</p>	12 months / A year before conference date.	Committee Members	
2.	<p>Submit the proposal</p> <p>2.1 The complete proposal needs to be submitted and waiting for approval.</p> <p>When the proposal approved, the committee may proceed with the conference.</p> <p>2.2 However, when the proposal rejected, the committee need to have meeting to amend the proposal as comment by management.</p>	At least 10 months before Conference date.	Committee members	
3.	<p>Calling for Paper Submission</p> <p>3.1 The Committee will start promoting the conference and calling for paper submission</p>	At least 8 months before Conference date.	Authors	
4.	<p>Abstract Review</p> <p>4.1 The Author may submit the proposal through mechanisms set by the organizer.</p> <p>4.2 The Abstract that been submitted will be reviewed by the scientific committee.</p>	After received abstract	Scientific Committee	
5.	<p>Acceptance notification ?</p> <p>5.1 The result of the paper reviewed will be notified to the authors.</p>	After Review process complete	Secretary	



# UTS

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	<p>5.2 When the Abstract accepted, the Author may proceed with the full paper submission.</p> <p>5.3 The rejected abstract need to do amendment by following comment from the scientific committee.</p> <p>5.4 However, there will be a condition which the abstract is fully rejected because failure to meet the conference guidelines.</p>			
6.	<p><b>Full Paper Submission</b></p> <p>6.1 The Approved Abstract need to proceed with the full paper Submission and it will be reviewed by the scientific committee.</p> <p>6.2 The full submission needs to be done before the conference day.</p> <p>6.3 The Authors also need to prepare the slide before the conference day.</p>	At least 2 months before Conference date.	Authors	
7.	<p><b>Conference Day</b></p> <p>7.1 During the conference day, the author needs to present the paper that been submitted.</p>	1 to 3 days of Conference	Committees and Authors	
8.	<p><b>Journal Submission</b></p> <p>8.1 The selected paper will be published in the journal that been choose by the committee.</p> <p>8.2 However, the authors have right to publish the paper in the chosen journal or just go through proceeding.</p>	Within a month after conference day	Secretary	
9.	<p><b>Journal Notification</b></p> <p>9.1 The Journal editor will be giving feedback towards the paper submitted.</p> <p>9.2 If the paper is accepted, it will be gone through the process of publication under that journal.</p>	1-3 months depend on the journal itself	Secretary	

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	9.3 However, if the paper rejected, the Authors have right to choose either to publish under proceeding or others journal that they preferred.			
10.	<p>Proceeding</p> <p>10.1 Conference proceedings is a collection of academic papers published conference.</p> <p>10.2 For author that refuse to submit their proposal to any journal, they may submit through proceeding.</p> <p>Same goes to paper that have been rejected by the respected journal.</p> <p>It is the final stage in conference.</p>	<p>Latest of Proceeding Publication is a week after conference date.</p>	<p>Committee member</p>	

## 8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Minutes of Meeting	SBE / Admin	5 years
2.	Conference Letter	SBE / Admin	5 years
3.	Abstract Submission	SBE / Admin	5 years
4.	Full Paper Submission	SBE / Admin	5 years