



**L-Università ta' Malta**  
Ġ.F. Abela Junior College



**Annual International Multi-Disciplinary Conference 2021**  
**Organised by the University of Malta Junior College**  
**4<sup>th</sup> Edition 14-15 September 2021**

**Conference Policy and Regulations (2021)**

All conference participants and attendees are asked to note the following:

**1. Scope and Intent of Conference**

1.1. In light of the considerable experience garnered in the hosting of international conferences over the years, the University of Malta Junior College is once again organising its international conference entitled: the *Annual International Multi-Disciplinary Conference*, hereinafter referred to as AIMC.

1.2. The objective of this event is to create a blended conference, namely an on-campus and online intellectual and cultural hub that encourages multi-disciplinary dialogue between international academics and professionals actively involved in research and development.

1.3. The Conference aims to put the Junior College on local as well as international academic maps.

1.4. Participants and keynote speakers will be given the possibility, at no additional cost, to publish the research they present during the conference in pre-established formats in the newly re-launched peer-reviewed journal *Symposia Melitensia*.

1.5. The Conference offers to its participants and attendees both the possibility of on-campus conference interaction as well as the possibility of online access to all the proceedings in the programme.

1.6. On campus access to the proceedings by those participants or attendees who desire this option shall be done in strict observance of the Health Advice and Guidelines adopted by the UM

which shall taken as read and approved by the conference participants and attendees. Kindly see: <https://www.um.edu.mt/services/covid-19adviceguidelines>

1.7. The Conference organisers might consider in the light of directives issued by the UM Emergency Situation Team to transfer the Conference to a solely online venue, without previous warning or at short notice. In the eventuality that this happens, regrettably, no refunds on conference fees are possible. All conference participants and attendees shall be notified and given a zoom link to connect to the proceedings.

## **2. Guidelines for Presentations during conference**

### **2.1. Submission of abstract for presentations**

2.1.1. Participants wishing to give a presentation are requested to compile the following online form <https://www.jc.um.edu.mt/ourconference/callforpapers/abstractform> and submit the following:

- Name & Surname
- email
- Title of presentation
- Abstract (max. 250 words)
- 5 keywords pertaining to the presentation

2.1.2. The above should be submitted by not later than 30 June 2021.

2.1.3. A notification of acceptance will be sent to the corresponding authors via email.

2.1.4. Presentations can only be delivered by their author/s or co-author/s.

## **3. Ethics Clearance**

3.1. It is assumed that authors have abided by the ethics regulations and procedures of their home institution and country and of the country in which the research was carried out, if this was different. Presentations delivered at the Conference must carry a statement to this effect.

3.2. It is further assumed that all necessary ethics clearances required were obtained from the appropriate institutional/national bodies before the study was carried out. The Conference organisers may require proof of this before acceptance of a work for presentation at the Conference.

3.3. Any data analysis presented at the Conference must state clearly that any opinions expressed by the authors are their own and do not represent the point of view or opinion of the institutions to which the authors are affiliated.

#### **4. Inclusion in the conference programme**

4.1. Inclusion of any presentation in the conference programme requires registration and payment.

4.2. As soon as a conference participant has received the email notification of acceptance of a presentation proposal made, he/she should proceed immediately to register and pay for the conference.

4.3. It will not be possible to include the participant's name in the conference programme if registration and payment are not effected.

4.4. In the case of co-authored presentations, anyone included in the list of authors can carry out the presentation provided that he/she has also registered and paid to attend the event.

#### **5. Publication of presentations**

The AIMC gives the opportunity to participants of the Conference to submit their presentations for publication in the peer reviewed journal *Symposia Melitensia*. Submissions in the journal's pre-established formats shall be reviewed and then approved for publication by other experts in the author's field. More information on how to submit your work may be found at <https://www.jc.um.edu.mt/about/ourpublication/symposiamelitensia> or by requesting information through the following email [symposiamelitensia@um.edu.mt](mailto:symposiamelitensia@um.edu.mt)

#### **6. Online Registration**

6.1. Registration for participants and attendees at the Conference has to be carried out online through the conference website payment gateway portal:

<https://www.jc.um.edu.mt/conference/submissionandregistration/feesandregistration/form>

6.2. The registration fee covers the following:

- Registration for conference;
- Possibility of presenting an approved presentation when applicable;
- Possibility of online publication of the presentation (in paper format) in the Journal *Symposia Melitensia* at no additional cost (where applicable).
- Digital Conference programme booklet;
- Certificate of attendance and/or participation.

### 6.3. Conference Registration Rates

6.3.1. The conference registration fee for the 2021 Conference is set at fixed rate of **€50**, irrespective of participants and/or attendees attending one or two days of the conference.

6.3.2. All other special or additional rates offered in previous conferences are regrettably not available this year.

6.3.3. In the case of participants who submitted an abstract, only immediate payment of conference registration guarantees inclusion in the conference programme.

6.4. Registration for on-campus conference participation expires on **Friday 3 September 2021**. However, kindly note that due to social distancing norms, availability of on-campus access to the conference premises is limited, and hence subject to a first-come-first-serve basis. Registration for solely online access to the conference is unrestricted by time or number constraints.

## 7. Cancellation Policy

7.1. Cancellations may only be made by email notification to **aimc.jc@um.edu.mt**

7.2. 75% of fees will be refunded if cancellations are made before 30 July 2021.

7.3. 50% of fees will be refunded if cancellations are made before 1 September 2021.

7.4. No refunds will be given to participants who cancel after 1 September 2021.

## 8. Conference Programme

8.1. Inclusion of presentations in conference programme is only possible if registration and payment have been affected.

8.2. A preliminary conference programme will be available online by the 15 July 2021.

8.3. The final conference programme containing list of participants and their presentation titles will be announced by the 05 September 2021.

8.4. An online conference programme will be published and distributed to all registered participants during the Conference. This publication will include a detailed programme of all sessions to be held during the conference. The conference programme will also include the title of all presentations and abstracts of the respective authors.

8.5. **Although every effort will be made to follow the published programme, the Conference Organising Committee reserves the right to change the schedule and the contents of the conference programme without prior notice.**

8.6. **The Conference Organising Committee also reserves the right to transfer the Conference at short notice from a blended access event (on-campus & online) to a solely online one, due**

**to the then prevailing pandemic circumstances or any future directives issued by the Emergency Situation Team within the UM.**

## **9. Conference Presentation Instructions**

- 9.1. In order to adhere to the established 20-minute programme time slots, a limit of 20 slides per presentation is strongly recommended for all on-campus and online participants.
- 9.2. On-campus participants are expected to bring their power point presentation - including a pdf version of the presentation - on a USB flash drive.
- 9.3. On-campus MAC users must supply their own adaptors to VGA or HDMI inputs.
- 9.4. Please note that transparency projectors are not available for use.
- 9.5. **Kindly note that due to the possibility of interruption of internet service during online presentations, the Conference organisers reserve the right to request that online participants submit beforehand a MP4 (or equivalent format) digital video recording of their presentation for conference back-up purposes and emergencies. The video clips shall be deleted right after the conference ends.**

## **10. Conference Data Protection Policy and Processing of Images**

- 10.1. Conference participants and attendees will be asked to consent to any sharing of data related to conference mailing lists as well as to the sending of third party promotional material relating to conferences and academic activities offered and/or organised by the Annual International Multi-Disciplinary Conference.
- 10.2. Participants and attendees must inform the Organising Committee of their wish to continue receiving any promotional emails from the University of Malta Junior College Multi-Disciplinary Conference by email to **aimc.jc@um.edu.mt**
- 10.3. As the Conference Organising Committee respects its participants' and attendees' privacy, unsubscribing from the conference mailing list is possible at any time by sending a request via email to **aimc.jc@um.edu.mt**
- 10.4. Participants and attendees are asked to note that the conference is a public event for which anyone can register. Hence it might also include VIPs in its audience and, any photos taken by members of staff, may get published in the College newsletter, on the conference website and/or on the conference Facebook page and news media.
- 10.5. Individuals have a right to request to delete any photos in which they appear, or to have their image blurred prior to publishing by sending an email to **aimc.jc@um.edu.mt**
- 10.6. For any other queries related to data protection and privacy policies, please contact the Data Protection Officer by sending an email to **dpo@um.edu.mt**

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