



An Affiliate of US-Based Association for Institutional Research (AIR)

Registration and Payment Guide for SEAIR 2020/2021

Traditionally, SEAIR annual conferences are organized by Local Organising Committee (LOC), where the LOC provides a payment guideline (either through bank transfer or credit card payment) to the delegates to facilitate the payments.

Since SEAIR does not have a credit card facility and the registration fee is a minimal amount of USD 50 or USD 25, to reduce remittance cost and currency exchange cost, SEAIR has set up Local Account Unit of Responsibility (LAUR) in Malaysia, Philippines, Taiwan and Thailand to serve as registration/payment contact and consolidation points of confirmed accepted and registered participants.

The four LAUR are listed as follow:

| Country | Person-in-Charge (PIC) | Account Details | | |
|-------------|--|--|----------------|--|
| | | Account Name | Account Number | Account Address & SWIFT Code |
| Malaysia | Tajularipin Sulaiman tajulas@upm.edu.my | Tajularipin bin Sulaiman | 12029025245183 | Bank Islam Bandar Baru Bangi No. 2 & 4, Jalan 6C/7, 43650 Bandar Baru Bangi, Selangor SWIFT CODE: BIMBMYKL |
| Philippines | Dennis V. Madrigal dennis_madrigal@yahoo.com | Dennis V. Madrigal | 307710280480 | Philippine National Bank |
| Thailand | Krisda Tanchaisak krisda2009@yahoo.com | Teay Shawyun, Krisda Tanchaisak | 425-1-31150-5 | Assumption University (Huamark) 592/3 Soi Ramkhamhaeng 24, Hua Mak, Bang Kapi, BKK 10240, Thailand SWIFT CODE: AYUDTHBK |
| Taiwan | Sophia Shi-Huei Ho shihuei@utapei.edu.tw | Please contact PIC in Taiwan for payment arrangement | | |

SEAIR Secretariat

c/o Suan Dusit University, 295 Nakhon Ratchasima Road, Dusit, BKK 10300

Website: <http://www.seairweb.info>

Email: seair.info@gmail.com

| Structure for Fees and Certificates | | |
|--|---|---|
| Paper Categories | Authorship, Presentation, Participants + Certificates | Fees |
| Paper with Multiple Authors | Author + Presentation with Certificate of Authorship/Presentation | USD 50 (PHP 2,400; THB 1,560; MYR 206; TWD 1,400) |
| | Co-Author without presentation and/or participation will get Certificate of Co-Authorship | USD 25 (PHP 1,200; THB 780; MYR 103; TWD 700) |
| Author with second paper | Author + Presentation with Certificate of Authorship/Presentation | |
| Participants only | Attendance Certificate | |
| Co-authors only | Co-authors Certificate | |
| Graduate Students | Same as above categories | |

Registration / Payment Guidelines

1. Make payment in local currencies to one of the four LAUR and stated bank account. E.g., If you are a Filipino participant, please send registration and payment to the Philippine PIC as noted above. For all other participants outside of the four jurisdictions, please send to the Thailand PIC and account.
2. Download and complete the registration form from SEAIR website www.seairweb.info
3. Email the completed form and payment evidence of bank remittance to
 - a. LAUR (with above stated email address)
 - b. SEAIR Secretariat (seair.info@gmail.com)
4. Upon receipt of registration/payment advise, you will receive an acknowledgement email from SEAIR Secretariat.
5. The official receipt of payment will be issued to you from the SEAIR Secretariat within two weeks of your payment.
6. The certificate will be sent electronically two weeks after the end of the conference.
7. For any clarifications or special request, please contact the SEAIR Secretariat.