



South East Asian Association for Institutional Research (SEAIR)

SEAIR Conference Proceeding is listed in EBSCO Academic Database

Instruction for abstract and paper submission through www.easychair.org System

All authors should submit abstracts and papers through [EasyChair \(www.easychair.org\)](http://www.easychair.org) website. The procedures are as follow:

1. Submit abstracts through www.easychair.org using the steps described in the instruction section below.
2. Abstracts will be reviewed through a blind review process by two reviewers, and decisions will be emailed to authors.
3. The authors should incorporate recommendations for changes or modifications provided by the reviewers in the full papers and submit the full papers using the same system and procedures as above.
4. Full papers will also be double-blind reviewed, and decisions will be emailed to authors.
5. The authors will revise the papers based on suggestions made by both reviewers and resubmit through the same steps (but with the word “revised” in the file names).
6. Official acceptance letters will be emailed to authors upon the acceptance of the full papers.

Very Important Note:

- ✓ All submissions must be made within the deadlines published on the conference website (24.00 hours ICT time).
- ✓ All contacts must be performed through the Chair of Technical Committee and the SEAIR Executive Committee (SEC). Decisions made by SEC are final.
- ✓ Any queries and information should be directed to SEAIR Secretariat at seair.info@gmail.com.

Acceptance of papers for Proceeding

"Presentation at the Conference and Publication in the proceeding is based on full acceptance of paper that has undergone the process of a double-blind review and full payment of registration fees."

Log in to EasyChair

Visit SEAAIR website (<http://www.seairweb.info/>) to obtain the web link for online submission. Please also look at the “Important Dates” to ensure that you do not miss out on any key dates of submission.

About SEAAIR

In early September 2000, an international group of senior academics from the region met at the International Medical University in Kuala Lumpur to discuss the possibility of forming a regional association for institutional research. Since then, the SEAAIR had prospered to become one of the most influential AIR affiliated groups for institutional research professionals. For more detail, [CLICK HERE](#)

Announcements

SEAAIR 2020/21: The 21st Annual Conference (Virtual)

Please mark your calendar for **the SEAAIR 2020/21 Conference** (November 23 - 24, 2021). While we miss seeing you in person due to the pandemic, this virtual conference delivers the knowledge-rich conference experience from the comfort of your own desk.

Theme: Diversity in Education

Sub-Themes:

1. Teaching, Learning, and Quality Assurance
2. Education Governance, Culture, and Values
3. Inclusive and Multidisciplinary Curriculum
4. Educational Technology and Innovation
5. National Education Agenda

From networking with peers to presentation sessions by leading experts in the field, the annual conference is the must attend event for academics, educators, researchers and practitioners in higher education.

Important Dates New

- Registration and Payment Guidelines
- Conference Poster

About SEAAIR 2021 Abstract Submission: [HERE](#)

We are inviting scholars to submit the abstract. [The](#)

- Online Submission
- Instructions for Online Submission

Clicking the “Online Submission” link will bring you to the EasyChair log in page. Alternatively, you may type <http://www.easychair.org> in the address bar of your web browser. Click the “Log in” button on the top right corner.

EasyChair Services ▾ About us ▾ VCS ▾ For conferences ▾

Quick Links: [Create a conference](#) [Log in](#) [Publications](#) [Smart CFP](#)

Create virtual and hybrid conferences that feel like real

And you can do this today and now

[Request a Demo](#) [Read more about our solutions](#)

Everything you may need for your conference.

All in one place.

We have everything you need to organize a conference of any size and complexity!

When you are at the “Log in to EasyChair” page, key in your username and password to access EasyChair. If you do not have an account, click “Create an account” and set up an EasyChair account. You may use the “Forgot your password?” link to retrieve your password.

Log in to EasyChair



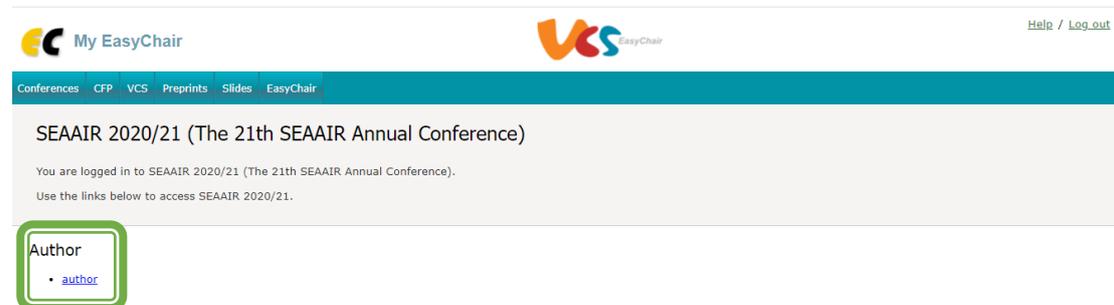
User name:

Password:

[Log in](#)

[Forgot your password?](#)
[Problems to log in?](#)
[Create an account](#)

Make sure you are on the right conference site, as shown in this example, SEAAIR 2020/21 (The 21st SEAAIR Annual Conference). Click the “author” link to lead you to the submission page.

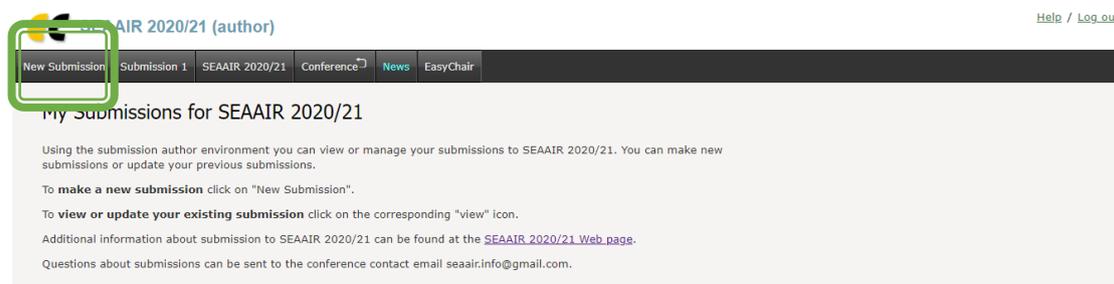


The screenshot shows the top navigation bar with the 'EasyChair' logo and 'My EasyChair' text. A teal navigation menu contains 'Conferences', 'CFP', 'VCS', 'Preprints', 'Slides', and 'EasyChair'. Below the menu, the page title is 'SEAAIR 2020/21 (The 21st SEAAIR Annual Conference)'. A message states 'You are logged in to SEAAIR 2020/21 (The 21st SEAAIR Annual Conference)'. Below this, a link for 'Author' is highlighted with a green box, and it contains a sub-link for 'author'.

Submission of Abstract

The first stage of the submission is to submit the abstract. For this stage, you will only need to prepare the abstract in plain-text form. Refer to <http://www.seairweb.info/Conference/index.aspx> for guidelines to prepare abstracts for the conference.

Click the “New Submission” tab on the top left corner.



The screenshot shows the 'SEAAIR 2020/21 (author)' page. A dark navigation bar at the top has tabs for 'New Submission', 'Submission 1', 'SEAAIR 2020/21', 'Conference', 'News', and 'EasyChair'. The 'New Submission' tab is highlighted with a green box. Below the navigation bar, the page title is 'My Submissions for SEAAIR 2020/21'. The main content area contains instructions for authors on how to submit or update abstracts, including a link to the 'SEAAIR 2020/21 Web page'.

You will first need to key in the Authors' information. All fields marked with * are compulsory fields to be filled. All authors' information will need to be keyed in.

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]: *

Last name: *

Email: *

Country/region: *

Organization: *

Web page:

corresponding author
 presenter

By default, the site allows you to key in the information of up to three authors. If you have less than three authors, you may leave the field blank, but Author 1 must be filled in. If your paper consists of more than three authors, you may click the “Click here to add more authors” link to add additional authors.

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]: *

Last name: *

Email: *

Country/region: *

Organization: *

Web page:

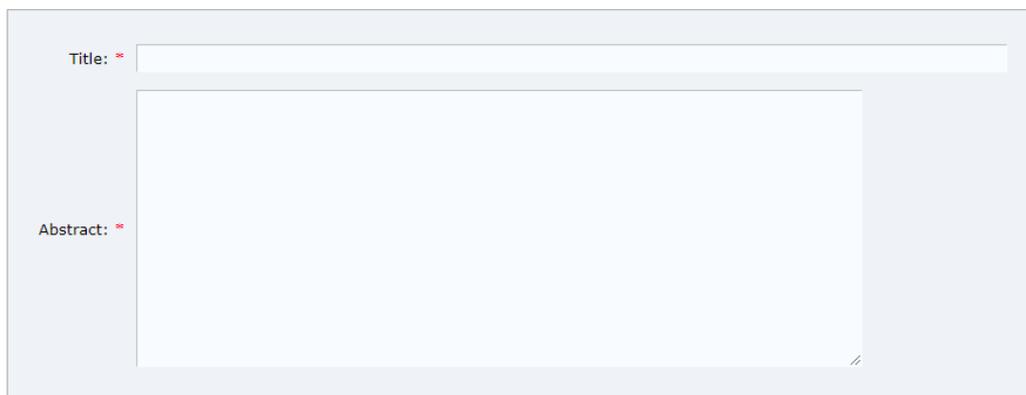
corresponding author
 presenter

[Click here to add more authors](#)

Copy and paste the Title and Abstract from your document to the site. **There is no need to submit any file at this stage.**

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

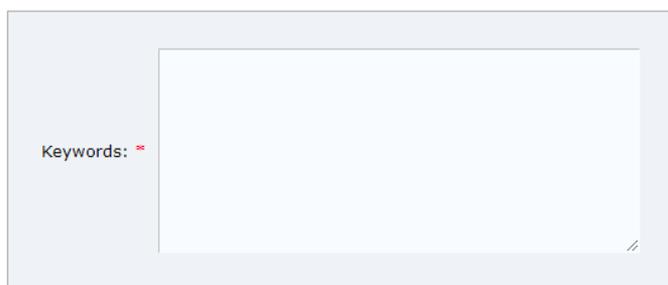


A form with two input fields. The first field is labeled "Title: *" and is a single-line text box. The second field is labeled "Abstract: *" and is a larger multi-line text box.

Key in at least three keywords into the form.

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

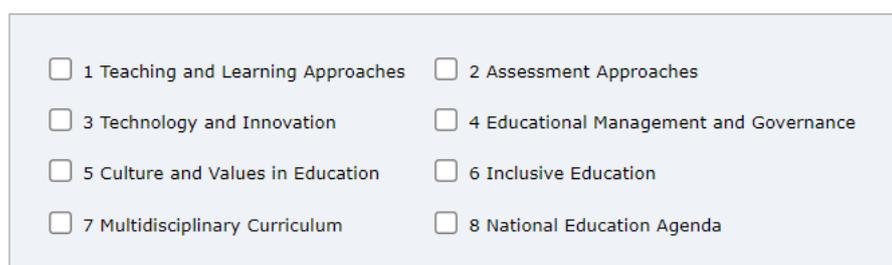


A form with a single input field labeled "Keywords: *" which is a multi-line text box for entering keywords.

Depending on your research, you will need to tie your research with one of the conference's sub-themes. Under the "Topic" area, check one of the Sub-themes that you find most relevant to your submission.

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. You must select exactly one topic.



A form containing eight radio button options arranged in two columns:

<input type="checkbox"/> 1 Teaching and Learning Approaches	<input type="checkbox"/> 2 Assessment Approaches
<input type="checkbox"/> 3 Technology and Innovation	<input type="checkbox"/> 4 Educational Management and Governance
<input type="checkbox"/> 5 Culture and Values in Education	<input type="checkbox"/> 6 Inclusive Education
<input type="checkbox"/> 7 Multidisciplinary Curriculum	<input type="checkbox"/> 8 National Education Agenda

Click submit to complete the process.

Ready?

If you filled out the form, press the 'Submit' button below.



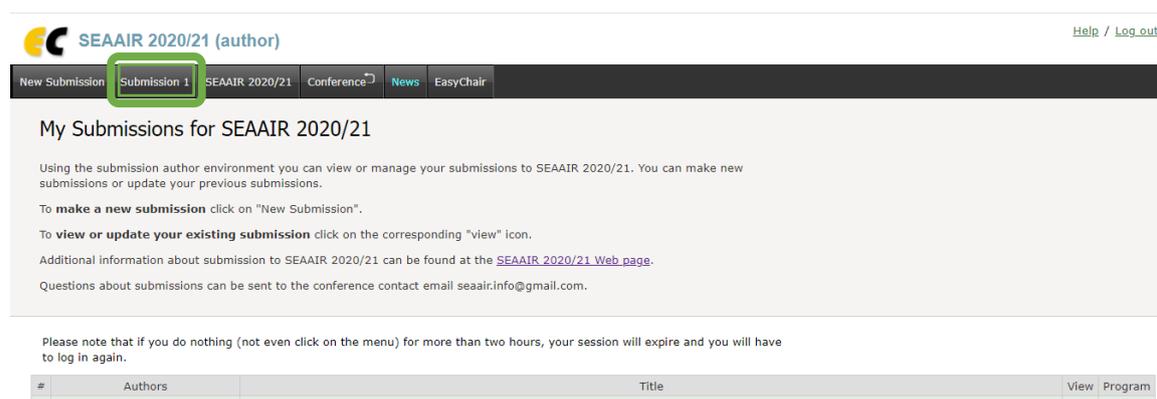
You will be given a submission number (with a new tab generated next to the “New Submission” tab. Remember this submission number, and this will be your reference when communicating with the conference committee and submitting the full paper.

Submission of Full Paper

Before you submit the full paper, visit the SEAAIR Website (<http://www.seairweb.info/Conference/index.aspx>) for guidelines to prepare Full Paper for the conference. All full paper submitted must fulfil the format of the conference paper.

The submission number allocated to you during the abstract process will be used for the full paper submission. **DO NOT USE A NEW SUBMISSION FUNCTION FOR FULL PAPER SUBMISSION.**

Log in to EasyChair, and on the author page, click the Submission number tab.

The screenshot shows the SEAAIR 2020/21 (author) submission page. At the top, there is a navigation bar with a logo and the text "SEAAIR 2020/21 (author)". To the right of the logo, there are links for "Help" and "Log out". Below the navigation bar, there is a dark grey menu with several tabs: "New Submission", "Submission 1", "SEAAIR 2020/21", "Conference", "News", and "EasyChair". The "Submission 1" tab is highlighted with a green box. Below the menu, the main content area is titled "My Submissions for SEAAIR 2020/21". It contains instructions on how to manage submissions, including links to "New Submission" and "SEAAIR 2020/21 Web page". At the bottom of the page, there is a table with columns for "#", "Authors", "Title", "View", and "Program". The table contains one row of data, but the text is partially obscured and difficult to read.

SEAAIR 2020/21 (author) Help / Log out

New Submission **Submission 1** SEAAIR 2020/21 Conference News EasyChair

My Submissions for SEAAIR 2020/21

Using the submission author environment you can view or manage your submissions to SEAAIR 2020/21. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to SEAAIR 2020/21 can be found at the [SEAAIR 2020/21 Web page](#).

Questions about submissions can be sent to the conference contact email seair.info@gmail.com.

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

#	Authors	Title	View	Program

On your submission page, you will see a few links on the top right corner:

- Update Information – click this for minor modification on the paper titles, abstracts and sub-themes (Tracks)
- Update Authors – click this for minor modification on the author details
- **Add File – Click this to upload your full paper.**
- Withdraw – Click this to withdraw your paper from the conference.

SEAAIR 2020/21 (author) [Help](#) / [Log out](#)

New Submission Submission 1 SEAAIR 2020/21 Conference News EasyChair

SEAAIR 2020/21 Submission 1

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

All **reviews sent to you** can be found at the bottom of this page.

Update information
Update authors
Add file
Withdraw

Submission 1	
Title:	Form offline to online: comparison study of conversion from offline teaching to online teaching of a private university in Malaysia and Singapore
	face-to-face teaching

After clicking “Add File”, you will be led to the upload page. Only documents in word open XML document (.doc, .docx) are accepted. Select a file to upload and click “submit”.

SEAAIR 2020/21 (author) [Help](#) / [Log out](#)

New Submission Submission 1 SEAAIR 2020/21 Conference News EasyChair

Update a File for Submission 1

Use the form below to **upload or update** a file for your submission.

File	Admissible file extensions
Full Paper Submission. submit only .doc files Choose File No file chosen	Word open XML document (extension docx) Word document (extension doc)

Submit

Approved on 15th June 2021 by SEAAIR Executive Committee (SEC)