**Application Form for UI Proceedings Series**

Thank you for your interest in publishing your conference proceedings in UI Proceedings Series. To ensure we can evaluate your proposal as quickly and efficiently as possible, please take a few minutes to complete this questionnaire. Please e-mail the completed form to proceedings@ui.ac.id.

# About you

|  |  |
| --- | --- |
| Title (Mr./Ms./Dr./Professor) | Click or tap here to enter text. |
| First name | Click or tap here to enter text. |
| Family name | Click or tap here to enter text. |
| Institution | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |
| Institution address | Click or tap here to enter text. |
| Job/occupation | Click or tap here to enter text. |
| E-mail address(es) | Click or tap here to enter text. |
| Phone number(s) | Click or tap here to enter text. |

# About your conference

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Conference title | Click or tap here to enter text. | | | | |
| Conference location (full address, if known) | Click or tap here to enter text. | | | | |
| Conference web site  (if available) | Click or tap here to enter text. | | | | |
| Conference dates | Start date: | Click or tap to enter a date. | | End date: | Click or tap to enter a date. |
| Number of participants (estimated if necessary) | Click or tap here to enter text. | |  | | | |

# Previous events and their proceedings

Is this the first time this conference has been held? Please indicate **YES  or NO**

If **NO**: please provide the following details about the proceedings of the previous conference.

If the previous proceedings were published with UI Proceedings Series, please provide the UI Proceedings volume number(s): Click or tap here to enter text.

## If the proceedings were NOT published with UI Proceedings

Please provide the publisher(s) and the publication(s) where the proceedings appeared. This information is extremely helpful in evaluating your proceedings proposal.

|  |  |
| --- | --- |
| Publisher(s) | Click or tap here to enter text. |
| Journal(s)/publication(s) | Click or tap here to enter text. |
| Proceedings web link(s) | Click or tap here to enter text. |

# Objectives of your conference

Please provide a short summary of the objectives of your meeting. For example, why is the meeting taking place and what do you hope to achieve? Please use as much space as you need.

|  |
| --- |
| Click or tap here to enter text. |

# Conference scope

What will the main topics be? Please use as much space as you need.

|  |
| --- |
| Click or tap here to enter text. |

# Related conferences (optional but very helpful)

Please list up to 3 other conferences in your field which are of interest to your community.

|  |  |
| --- | --- |
| Conference title | Click or tap here to enter text. |
| Conference website  (if known) | Click or tap here to enter text. |
|  |  |
| Conference title | Click or tap here to enter text. |
| Conference web site  (if known) | Click or tap here to enter text. |
|  |  |
| Conference title | Click or tap here to enter text. |
| Conference website  (if known) | Click or tap here to enter text. |

# About your publication needs

Providing full information will enable us to process your proposal quickly and efficiently. Please provide as much information as possible and estimate any quantities which may be uncertain at this time.

## About the articles you expect to publish

*UIProceedings* **online** publication fees are *totally independent* of the pages counted in your proceedings; the online-publication fees are based on the number of articles published, *not* the number of pages. Your authors can write as much material as they wish without any extra cost for your conference budget. Naturally, longer articles cost more to print but they do not cost any extra cost to publish online.

**Note: UI Proceedings Series does not accept 1-page abstract-only papers for publication**. All articles must be full pieces of work, containing a preferred minimum of 4 pages in A4 format and submitted as a camera ready PDF. We welcome and encourage substantial papers.

Please provide an estimate number of each article type and the number of pages the conference has allowed for authors of each type of article. *This information is an important part of our proposal evaluation procedures*. Please provide additional article types if they are not listed here (e.g., tutorial papers, reviews): You can edit the table cells “Other (please define)” to provide the name of the article type.

|  |  |  |  |
| --- | --- | --- | --- |
| **Article type** | **Estimated number of articles** | **Number of pages allowed per article type** | **Number of articles × number of pages in article type** |
| Keynote | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Plenary | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Invited | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Contributed oral | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Contributed poster | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other: Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other: Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other: Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Please provide the following totals

|  |  |  |
| --- | --- | --- |
|  | **Total number of articles** | **Total number of pages** |
| Total | Click or tap here to enter text. | Click or tap here to enter text. |

# Estimated submission date

Please provide an estimated date for submission of your proceedings to UI Proceedings Series. We appreciate this can be difficult to estimate in advance, but 3 months after the conference is quite typical. Please note that if you are ordering printed copies or CDs and want them to be delivered in time to be distributed at the conference that we do require the material to be submitted 10 – 12 weeks prior to the conference date.

|  |  |
| --- | --- |
| Estimated submission date: | Click or tap to enter a date. |

# Paper selection and peer review

Please provide a summary of the procedures that will be used to review and select papers to appear in the proceedings.

|  |
| --- |
| Click or tap here to enter text. |

# Details regarding the proceedings services you require

|  |  |
| --- | --- |
| **Do you want any printed copies** (minimum 100 copies)? Please indicate **YES or NO**. | Click or tap here to enter text. |
| **Do you want any CDs** (minimum 100 copies)? Please indicate **YES or NO.** | Click or tap here to enter text. |

**If you require printed copies please provide the following details**

|  |  |
| --- | --- |
| **How many print copies will you need**? | Click or tap here to enter text. |
| Please indicate your preferred binding: | * Hardcover binding * Softcover binding |
| Please indicate your preferred shipping option: | * in bulk to a single address, or * shipping direct to participants |
| **How many CDs do you need (minimum 100 copies)?** | Click or tap here to enter text. |
| Please indicate your preferred shipping option: | * in bulk to a single address, or * shipping direct to participants |

## Additional requirements

If you have any additional requirements or special instructions for your proceedings (not described elsewhere on this form) please explain them, providing as much information as possible.

|  |
| --- |
| Click or tap here to enter text. |

# General Remarks

(Electronic) Signature: Date: Click or tap to enter a date.