

## SOMCHE2021 REGISTRATION GUIDELINES

### General Rules

All participants and audiences are required to make online registration in order to participate in this programme. Please note that there is no limit of participation from each university.

### Registration Dates and Deadlines

Online Registration and Abstract Submission Opens: 1<sup>st</sup> July 2020

Abstract Submission Deadline: 1<sup>st</sup> March 2021

Full Paper Submission Deadline: 16<sup>th</sup> April 2021

Registration Deadline: 30<sup>th</sup> April 2021

Payment Deadline: 30<sup>th</sup> April 2021

### Online Registration

The steps for online registration are as follows:

**Step 1:** Go to SOMChE2021 website.

**Step 2:** Fill in the Registration Form (<https://forms.gle/vFRmGfUjYrcDz6Va9>).

**Step 3:** If you are intending to submit a conference paper, you need to download the Abstract Guidelines from SOMChE2021 website. For multiple abstracts submission, the maximum submission per registration is *three abstract submissions*, the authors are required to prepare the abstracts as per Abstracts Guidelines.

**Step 4:** After your abstract is ready, you can upload your abstract. The abstract must follow the format required for SOMChE2021 Conference Proceedings. Please do not forget to upload the completed abstract. The due date for abstract submission is 1<sup>st</sup> March 2021.

**Step 5:** Once abstract acceptance is confirmed, a letter of acceptance will be emailed to each registered participant. Thereafter, the participant is required to submit the full paper by 16<sup>th</sup> April 2021. Notification of full paper acceptance will start on 1<sup>st</sup> June 2021.

### Online Payment

The steps for online payment are as follows:

**Step 1:** There are two types of participants, Presenters and Non-Presenters:

1. **Presenters:** After receiving abstract acceptance notification, please make payment and send proof of payment to [somche2020@gmail.com](mailto:somche2020@gmail.com).
2. **Non-Presenters:** Make payment after successfully registering for the Conference and send proof of payment to [somche2020@gmail.com](mailto:somche2020@gmail.com).

**Step 2:** Once you have made your payment, please e-mail the proof of payment to [somche2020@gmail.com](mailto:somche2020@gmail.com).

**Step 3:** You will receive a conference participation confirmation once we receive the email with proof of payment.

The due date for registration payment is 30<sup>th</sup> April 2021.

## Registration Fees

Category	IChemE member	Non-IChemE member
Presenter	RM 700	RM 900
Observer (non-presenter)	RM 100	RM 150

The conference fee includes:

- Virtual entry / conference attendance
- Conference materials
- Scopus conference proceedings publication fee (subject to exchange rate)

### Payment can be made in the following ways:

1. Instant Interbank Fund Transfer (IBFT)
2. Interbank Giro (IBG)
3. Telegraphic Transfer (TT)
4. Direct Deposit

### Bank Account Details

Account Name	Swinburne Sarawak Sdn Bhd
Bank Name	CIMB Bank Berhad
Account Number	80-0526998-9
Address	Lot 170 & 171, Section 49 KTL D, Jalan Chan Chin Ann, 93100 Kuching, Sarawak, Malaysia
SWIFT Code	CIBBMYKL

### Note for all online transfer transactions:

Corresponding bank charges will be applied and will be shouldered by the delegate; prevailing exchange rate at the time of payment will be used.

### Cancellation and Substitution

- Substitution with a qualified candidate is allowed by providing at least 5 working days of advance notice to the Conference Secretariat. Please notify the Conference Secretariat ([somche2020@gmail.com](mailto:somche2020@gmail.com)) of the replacement delegate's name and contact details.
- If you are unable to arrange a replacement, you may cancel your registration.

Cancellation Notice Received	Refund Conditions
By 31 <sup>st</sup> March 2021	Attendees will receive a full refund.
From 1 <sup>st</sup> April to 30 <sup>th</sup> April 2021	Attendees will receive a 50% refund.
After 30 <sup>th</sup> April 2021	No refund will be issued.

- All cancellation and refund requests must be made in writing to [somche2020@gmail.com](mailto:somche2020@gmail.com). Please take note that we do not accept cancellations by telephone.
- Refunds will generally be processed within 30 days.
- If in unlikely event that the conference is cancelled because of insufficient interest or for reasons unrelated to participants, a full refund will be provided.

### Further Information

For further information please contact the Conference Secretariat at [somche2020@gmail.com](mailto:somche2020@gmail.com).