

## CONFERENCE APPLICATIONS FREQUENTLY ASKED QUESTIONS

1. **How many conferences am I eligible for in an academic year?**  
*Answer: You are eligible for two international conferences and one regional conference in an academic year.*
  
2. **On what basis can I attend conferences?**  
*Answer: You can attend one conference on the basis of presentation or a published paper or book-writing and another conference on research project. The regional conference is always on the basis of presentation. For the research project conference, there should be some budget allocated for conference attendance and attendance should be based on paper presentation based on the project's results.*
  
3. **What is the deadline for submission of the application form (file) to attend a conference?**  
*Answer: The application file should reach the office of the Chairman of the Research Committee at least 45 days before the date of the conference. Therefore, faculty members should apply for conference attendance about 75 to 90 days before the conference date so as to obtain the approval of the Departmental and College Councils.*
  
4. **What are the “black-out” dates which prohibit me from conference attendance?**  
*Answer: You cannot go to any conference for any reason during the registration and final exam periods.*
  
5. **Can I attend a conference during the summer if I am teaching?**  
*Answer: No, You cannot attend a conference during the summer semester if you have a teaching assignment. However, you can go to a conference before or after the summer session.*
  
6. **Can I attend a conference during Sabbatical/British Council leave?**  
*Answer: Yes, you can attend a conference during Sabbatical/British Council leave. However, British Council approval is required in advance.*
  
7. **Do lecturers, lecturer B's, graduate and research assistants get any special assistance?**  
*Answer:*
  1. Lecturers do not get any special assistance to attend a conference.
  2. Lecturer-B's, research assistants, and graduate students can attend one conference only per year based on a presentation. They are usually provided with a maximum of three times the number of days per diem granted to faculty members, in addition to compensation for living expenses of one day per diem support for each day of the conference.
  
8. **Do I get support for attending a workshop only?**  
*Answer: No*

9. **Can I attend a conference based on chairing a session only?**  
*Answer: No.*
10. **Can I attend a conference if it is not in my specialty area?**  
*Answer: No.*
11. **What is the procedure for Saudi and non-Saudi staff/faculty applications?**  
*Answer: Saudi faculty should fill both English and Arabic application forms. They also have to apply earlier so as to get the approval of the Ministry of Higher Education.*
12. **What are the most common types of application errors or omissions?**  
*Answer:*  
*Missing the appropriate acknowledgement of KFUPM in the abstract, the full paper for presentation, or in the published paper. The name of the University should be exclusively spelled in the acknowledgement in full (i.e. King Fahd University of Petroleum and Minerals).*  
*Saudi faculty adds one or two extra days to the actual period of the conference.*  
*Class arrangement is missing.*  
*Consent letter(s) from the co-author(s) is (are) missing.*  
*Date of the published paper is less than two years from the date of the conference.*
13. **What is required from me once the conference is attended?**  
*Answer: To fill a "standard" report; submit the original conference proceeding; submit the original receipt for the conference registration.*
14. **How does one calculate the validity of previous published papers and submitted for conference application purposes?**  
*Answer: Date of the published paper should not be more than two years from the date of the conference.*
15. **How do you calculate conference per diems if they take place in repatriation points during summer and non-summer periods?**  
*Answer:*  
**During the normal academic year (non-summer):** *There is no special treatment for attending a conference in your country of repatriation or a near- by country.*  
**During summer:** *If you are attending a conference during summer vacation in a city of your country with a different airport, you will be given one day additional per diem support only. However, if you are attending a conference during summer vacation in a country next to your country of repatriation, you will be compensated by two days extra per diem.*
16. **What is meant by a regional conference?**  
*Answer: It is a GCC conference and the attendance to such conferences should be strictly on the basis of presentation of a paper and the quality of the conference should be rated as Excellent or Very Good by the Department Chairman. Conferences which are sponsored by international agencies such as IEEE, ASME, AIChE and are held within the GCC Countries are considered as regional conferences.*