

RULES & REGULATION OF FIRA

Registration

1. Participants must register for the symposium through the designated platform before the registration deadline (Portal CMT - Conference Management Toolkit).
2. Each participant must submit/upload a complete and valid best practices paper before the specified deadline.

Presentation Content

1. All presentations must be related to the symposium's main theme.
2. Each presenter can only submit **ONE** paper for presentation at the symposium.

Presentation Format

1. Each presentation session is 15 minutes. Presenters must adhere to the allocated time.
2. All presentations must be submitted to the symposium management committee at least **ONE MONTH** before the symposium date.

Presenter

1. The presenter must be a student who is registered and represents an educational institution (e.g., polytechnic, college, university).
2. Only **ONE** presenter is allowed to present
3. The presenter must be physically present on the day of the symposium to be eligible for a presentation certificate.

Presentation and Q&A

1. Each presentation will have **15 minutes for delivery**, followed by a **5-minute Q&A session**.
2. Participants and audience members must **adhere to** the time allocated for each presentation and Q&A session.
- 3.

Presentation Award Evaluation

Each presentation will be evaluated based on the following criteria:

1. Relevance and Connection to the Theme
2. Content Quality
3. Presentation Structure and Delivery
4. Audience Engagement and Interaction during the Q&A Session
5. Visual Quality
6. Presentation Quality

Best Practices Paper Award Evaluation

Each presentation will be evaluated based on the following criteria:

1. Relevance and Connection to the Theme
2. Content Quality
3. Originality
4. Evidence / Data Support
5. Writing Style

Supporting Documents for Paper Submission

1. Turn-it-in Report
2. Ownership Declaration

Participation and Attendance

1. All participants are required to attend the entire symposium session to be eligible for a presentation certificate.
 - Keynote speech session
 - Parallel presentation session
2. Attendance will only be recognized for participants who are present throughout all scheduled sessions.
3. Participants must ensure they attend at the designated time and be prepared with their presentation materials.

Awards and Certificates

1. Five Best Presentation Awards will be given based on presentation rooms selected by the evaluation committee.
2. All participants who successfully complete their presentations will receive a presentation certificate
3. Presenters with the highest scores will be awarded prizes and recognition during the FIRA closing ceremony.

Miscellaneous

1. The organizing committee reserves the right to amend and modify the terms and regulations, if necessary, with prior notice to participants.
2. The decision of the organizing committee regarding evaluation and presenter selection is final.
3. Participants facing technical issues during their presentation must report the issue to the technical committee before the session begins.