PROPOSAL SUBMISSION GUIDELINES

1. Abstract Requirements

- **Title**: A concise and descriptive title (maximum 15 words).

- **Word Limit**: The abstract should not exceed 300 words.

- **Structure**:

     Introduction: State the background and purpose of the study.

     Methods: Briefly outline the methodology used.

     Results: Summarize the key findings.

     Conclusion: Highlight the significance or implications of the research.

- **Formatting**:

     Font: Times New Roman, 12 pt.

     Line Spacing: Single.

     Alignment: Justified.

- **Keywords**: Provide 3-5 keywords related to the topic.

2. Submission Details

- **Submission Format**: Word document.

- **File Naming**: Use the format LastName_FirstName_AbstractTitle. docx.

- **Submission Deadline**: 28th February 2025. Late submissions will not be accepted.

- **Submission Link**: Send your abstract to …………………………………….. with the subject line: Abstract Submission – [Your Name].

3. Personal Information

Please send your biography together with the abstract using the following format:

1. Full name
2. Position /department/organization/country
3. Biography (word count should not exceed 50 words)
4. Contact information (address, contact/mobile number, email address, Twitter account & LinkedIn account)
5. Presentation Category: (Oral presentation/ Poster presentation/Virtual presentation)
6. Author Category: (Students / Delegate)
7. Name for the Certificate

Example Biography:

Sanuja Bandara
Dean, Faculty of Marketing Management,
University of Colombo,
Sri Lanka
Biography: *(Only 50 words)*
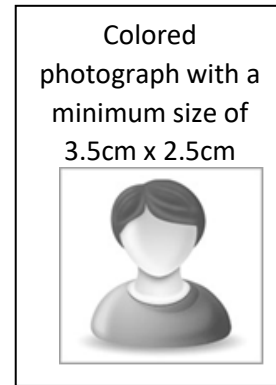
Since joining the University of Colombo, Bandara has been involved with studies related to tourism related challenges and strategies in small Islands. Before joining University, Bandara worked at a Research company as a senior researcher. Since 2011 Bandara worked as a dean of Faculty of Marketing Management.

Contact Information:

Faculty of Marketing Management,
University of Colombo,
Sri Lanka
Tel: +947XXXXXXXX
Email: paul@leapbis.info
LinkedIn: https://www.linkedin.com/in/paul

Category: Oral Presentation
Presenter Category: (Students)
Name for the Certificate: Sanuja Aruni Bandara

- **Co-Authors** (if applicable): Use the same format for Co-authors as well.

4. Evaluation Criteria

- Relevance to the conference/workshop theme.

- Originality and significance of the research.

- Clarity and coherence of the abstract.

- Adherence to guidelines.

5. Additional Notes

- Only original and unpublished work will be considered.

- Accepted abstracts will be included in the program or proceedings.

6. Full Paper

- Authors of accepted abstracts may be invited to submit a full paper or present their research.

For further inquiries, contact Ms. Thyaga Bandara through researchcircle.lyc@gmail.com