

## 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:** 28<sup>th</sup> 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)*

Colored  
photograph with a  
minimum size of  
3.5cm x 2.5cm



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:**

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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- Only original and unpublished work will be considered.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](mailto:researchcircle.lyc@gmail.com)*