Guidelines for Abstract Submission

In order to provide participants of the Higher Education Campus Conference (HECC) 2019 an informed understanding of the presentations, we would like to request that authors submit an abstract of between 500 and 600 words (excluding references), and specify the sub-theme(s) and category of presentation [i.e., Paper Presentation, PechaKucha, Gallery Cluster Walk (Poster Presentation)].

All accepted abstracts will be included in the conference programme.

**Paper Presentation**

The abstract should describe the topic it intends to engage in, be underpinned by relevant literature, articulate the questions to be addressed, report on the methods used for investigation and key findings, and indicate the significance of the study on aspects of diversity and inclusivity that optimise learning.

**PechaKucha**

The abstract should indicate the single most important message to be conveyed and outline the argument: the journey on which the participants will be taken. As images are a powerful tool for *PechaKucha*, the abstract may provide a brief description of images that complement the message.

We have prepared a [template](#) for authors to use and a [guide](#) for reference.

**Gallery Cluster Walk (Poster Presentation)**

The abstract should describe the topic it intends to engage in, rationale for the study, articulate the questions to be addressed, report on the methods used for investigation, key findings and significance of the study on aspects of diversity and inclusivity that optimise learning.

For consistency, we ask that authors use the following format when preparing the abstracts.

1. **Front Matter**
   Abstracts should include a Title, Authors’ names and Affiliations, the e-mail address of Corresponding Author and Keywords (up to 5).

2. **Sub-theme(s)**
   Please indicate the sub-theme(s) of the presentation.

3. **Font**
   Please use Times New Roman font with single spacing between lines. The recommended font size is 14 pts for the paper title and 12 pts elsewhere. The main text should be justified on both sides.

4. **Graphs, charts, tables**
   Tables and Figures should be numbered and captioned.

5. **Citations and References**
   We would prefer the APA citation format. In the text, please cite in the author-year format, *e.g.* (Author, 2012) or (Author1 & Author2, 2011) or (Author1 et al., 2013). The references should be placed at the end of the abstract in alphabetical order.

The deadline for abstract submission is **5 August 2019 (Monday)** at conference@nus.edu.sg.
Guidelines for Gallery Cluster Walk (Poster Preparation)

**Poster Orientation and Dimensions**
Please note that the orientation format for posters is **A0 Portrait**
Poster maximum size:
- Width: 33 inches (84.1cm)
- Height: 46 inches (118.9cm)

**Format and Content**
Posters should include (but not be limited to):
- Poster title and author(s) names and affiliation(s)
- Background/rationale, methodology, key findings, and significance of the study

Posters may include diagrams, graphs, charts, photos and should be designed so that they can be easily read at a distance of 6 feet (2 meters).

Note: Authors must bring their posters already printed. There will be no printing services available at the conference venue. We will provide material for authors to put up their posters.

**Set Up and Removal Times**
To be updated