

## **Guidelines to Hold a Scientific Conference**

The NUR is highly supporting the Departments and Faculties at KRG-Universities to hold national and International Scientific Conferences. To assure a quality conference, better electronic presence and saving the rights of the University, the NUR is taking the attention of all who may concern at the University that holding a conference, national or international, should comply with the regulation of the Ministry of Higher Education (MHE) and NUR:

### **▪ Holding a National Conference**

1. The conference should be under a clear title.
2. The topics should be indicated.
3. The conference should be under a series of known frequency, e.g., annual, every couple years, etc. Single frequency conference is not preferred.
4. The conference should indicate, clearly, the Department or the Faculty that will be responsible for the conference, scientifically.
5. The steering committee of the conference should apply via its department or Faculty. The Scientific Committee should approve the request and explain the capacity of the Department or the Faculty to hold that conference.
6. It is the responsibility of the Conference steering committee to find the sponsors of their proposed conference.
7. The conference should be announced, at least 6 months, before the date of the conference.
8. The conference should apply/use a dedicated platform that shows the accepted papers, author names and affiliation, abstracts, full papers (PDF file), and the conference program.
9. The platform should show, clearly, the scientific committee, steering committee, track editors.
10. The conference can not be held without, at least, 10 accepted paper presentations.

### **▪ Holding an International Conference**

1. The conference should be under a clear title.
2. The topics should be assigned.
3. The conference should be under a series of known frequency, e.g., annual, every couple years, etc. Single frequency conference is not preferred.
4. The conference should indicate, clearly, the Department or the Faculty that will be responsible for the conference, scientifically.
5. The steering committee of the conference should apply via its department or Faculty. The Scientific Committee should approve the request and explain the capacity of the Department or the Faculty to hold that conference.
6. It is the responsibility of the Conference steering committee to find the sponsors of their proposed conference.
7. The conference should be announced electronically, at least 6 months, before the date of the conference.

8. The accepted papers should be presented via a dedicated platform. The platform should show all the conference committees, track editors, accepted papers, author names and affiliations, paper abstracts, the Full PDF files and the conference program.
  9. Each published paper should have a metadata page with a doi linked to.
  10. The dedicated platform may not show the full PDF files and there is no need for the DOI, if and only if the PDF files are deposited to digital libraries, e.g., IEEE Xplore, Springer, etc.
  11. The conference can not be held without, at least, 20 accepted paper presentations.
  12. At least, 10% of the accepted papers should be from outside Iraq.
  13. At least, 50% of the Scientific Committee members should be from outside Iraq.
  14. At least, 50% of the Keynote Speakers should be from outside Iraq.
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### **Guidelines to Hold a Scientific Workshop**

The NUR is highly supporting the Departments and Faculties at KRG-Universities to hold national and International Scientific Workshops. To assure a quality conference, better electronic presence and saving the rights of the University, the NUR is taking the attention of all who may concern at the University that holding a workshop, national or international, should comply with the regulation of the Ministry of Higher Education (MHE) and NUR. The difference between a workshop and a conference is that workshops are generally smaller than conferences, and are usually only a day or two long, with no less than 2 hrs, and are dedicated to discussing a specific topic. The workshop is different than the Seminar . The Seminar depends on a presenter who presents his topic to audience, whereas, in the workshop there is a sort of lecturing, training and discussion, in addition to the presentation. The Workshop needs participants inputs, whereas, the Seminar does not. The Workshop is active, whereas, the Seminar is passive.

- **Holding a National Workshop**

1. The workshop should be under a clear title.
2. The topics should be indicated.
3. The workshop should indicate, clearly, the Department or the Faculty that will be responsible for the conference, scientifically.
4. The workshop should be announced with a University/College decree, at least 1 month, before the date of the workshop.
5. The workshop should be announced in the University website, indicating the title, number of participants, time, date, place, presenters/Instructors names and their affiliation, and attached photos.
6. The workshop can not be held without, at least, 15 participants.

- **Holding an International Workshop**

1. The workshop should be under a clear title.
2. The topics should be indicated.
3. The workshop should indicate, clearly, the Department or the Faculty that will be responsible for the conference, scientifically.
4. The workshop should be announced with a University/College decree, at least 3 months, before the date of the workshop.
5. The workshop should be announced in the University website, indicating the title, number of participants, time, date, place, presenters/Instructors names and their affiliation, and attached photos.
6. The workshop can not be held without, at least, 30 participants.
7. 50% of the presenters/Instructors at the workshop should be from Universities or Organization outside Iraq.