



**AUN/SEED-Net**



**Call for Applications**

**Regional Conference  
(RC)**

**Japanese Fiscal Year 2024**

ASEAN University Network/

Southeast Asia Engineering Education Development Network (AUN/SEED-Net)

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## 1. About AUN/SEED-Net

Since its establishment in 2001, ASEAN University Network Southeast Asia Engineering Education Development Network (AUN/SEED-Net) has proven to be successful in enhancing the education and research capacities of academic staff in ASEAN member states, fostering a network of quality higher education in engineering, and strengthening university-industry relations in the region. Currently, AUN/SEED-Net is co-managed by the AUN Secretariat (AUN) and Japan International Cooperation Agency (JICA), focusing on the following objectives:

- 1) To nurture internationally competitive personnel with multicultural awareness through academic cooperation among leading higher education institutions for engineering, in the ASEAN and Japan; and
- 2) To advance the education and research capacities of leading higher education institutions for engineering in the region through collaboration and solidarity between institutions and industrial sectors in the ASEAN and Japan.

## 2. Program Concept

The Regional Conference (RC) is a platform for sharing the most updated technology and research on common regional issues. The RC also provides opportunities for participants to discuss future collaborations and activities related to each engineering field. Moreover, it aims to maximize the outreach of the AUN/SEED-Net Network for stronger impact by involving external participants such as representatives from the government, industry, communities, and other professional organizations, as well as external partners in South Asia and Africa. The objectives of the RC include:

- 1) To share recent research trends, the most updated technology, and experiences among academicians, industry, communities, and policymakers related to common regional issues.
- 2) To publicize research progress and outputs of collaborative research related to common regional issues.
- 3) To review and discuss the direction of collaborative research related to common regional issues.
- 4) To extend and strengthen the research network among AUN/SEED-Net Member Institutions (MIs) and alumni, Japanese Partner Universities, industry, communities, policymakers, and external partners in South Asia and Africa.

## 3. Eligibility and Responsibility

Faculty staff as representatives of AUN/SEED-Net MIs with engineering disciplines.

For a list of AUN/SEED-Net MIs, click [HERE](#).

The faculty staff together with the conference organizing committee **MUST** perform the following roles and responsibilities.

- 1) Take the lead as a single point of contact and administration between the organizing committee and AUN/SEED-Net
- 2) Ensure the conference title includes the words “AUN/SEED-Net”

- 3) Set the date, theme, program, and type of platform for the conference (onsite, or hybrid)
- 4) Choose either abstract/extended abstracts/full papers, and set the submission and review process
- 5) Establish an international scientific/technical committee for the review process
- 6) Promote the event on an official website dedicated specifically to the event and through other means possible, i.e., email, conference directory sites, etc.
- 7) Invite keynote speakers from academia and industry
- 8) Publish book of abstracts/proceedings
- 9) Conduct the conference and provide logistics arrangements for the onsite participants
- 10) Engage as many AUN/SEED-Net alumni as possible as keynote speakers for the conference. We welcome alumni from academia, the industrial sector, government, or any other sectors.
- 11) Involve academics from Japanese Partner Universities in the conference
- 12) Ensure the conference program includes all of the “must-have sessions” indicated in section 8 of this document

#### **4. Grant Amount**

The budget ceiling is USD 3,800 per conference. Four slots are available for JFY2024.<sup>1</sup> For more details, please click [HERE](#) to refer to the Financial Guidelines for the RC.

#### **5. Cost Sharing and Co-Hosting**

The organizer must identify co-financing contributions from MIs or any third party.

Co-hosting of the RC is also welcome. The co-host role can involve various tasks, such as assisting with paper reviews and selection, providing a list of keynote speakers, promoting the event to the broader network, etc.

The conference can be a single event or combined with other meetings. The RC welcomes participants within and outside AUN/SEED-Net MIs and from additional joint panels.

Moreover, AUN/SEED-Net must be mentioned as a sponsor, and the logo of AUN/SEED-Net should be clearly visible. The name and logo of the co-financing and/or co-hosting organization can be stated and shown at the conference venue, as well as in materials, and other promotional items.

#### **6. Implementation Period**

The conference must take place by **January 15, 2025**.

#### **7. Conference Theme**

Conference themes must be closely related to any of the ten engineering fields. Cross-disciplinary areas are strongly encouraged.

- 1) Chemical Engineering (ChE)
- 2) Civil Engineering (CE)
- 3) Computer and Information Engineering (CIE)
- 4) Electrical and Electronics Engineering (EEE)

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<sup>1</sup> Singapore and Brunei nationals are not permitted to receive financial assistance under the Japanese Official Development Assistance (ODA) program through JICA.

- 5) Geological and Geo-Resource Engineering (GeoE)
- 6) Materials Engineering (MatE)
- 7) Mechanical and Manufacturing Engineering (ME/ManuE)
- 8) Energy Engineering (EneE)
- 9) Environmental Engineering (EnvE)
- 10) Natural Disaster (ND)

The themes of all joint conferences should be closely related.

## 8. Must-Have Sessions in the Conference Program

The organizer must include the following sessions in the conference program.

- 1) Opening remarks by an AUN or AUN/SEED-Net representative (approx. 10 minutes)
- 2) Presentation about AUN/SEED-Net by an AUN/SEED-Net representative (approx. 15 minutes)
- 3) Presentation on the ASEAN Engineering Journal (AEJ) by an AEJ representative (approx. 15 minutes)

Note: The organizer might receive additional support in conducting the practical training session to brush-up project formation and coordination skills "STI coordination skills", through mock-interview of a joint proposal. These sessions are a new addition to the program and tentatively scheduled to take place during or after the Regional Conference.\*

\*This is subject to further discussions between AUN/SEED-Net, the organizer, and other key stakeholders after the RC award has been granted.

## 9. Application Process

- 1) Applicants must apply online by **March 31, 2024**, at this [LINK](#)
- 2) The online application must be accompanied by the following documents:

Document	Form
Endorsement letter from a person at Dean level or above	No templates
Conference program	
Keynote speakers' CV	
Endorsement messages from participating Japanese academic staff	
[Not compulsory] Any other documents in support of the application	

- 3) Submitted applications will be reviewed by the AUN/SEED-Net-appointed selection committee based on the completion of the documents and their pertinence to AUN/SEED-Net's objectives set out on page 1.

For inquiries, please contact [contact@aun-seed.net](mailto:contact@aun-seed.net)