The 19th International Conference on Japanese Language Education in Malaysia

Submission Guidelines for 'Oral Presentation' and 'Poster Presentation'

16 May 2022

Co-organised by The Japan Foundation, Kuala Lumpur (JFKL), Ambang Asuhan Jepun (AAJ) Universiti Malaya and Malaysia Japanese Language Instructors Society (MAJLIS), this International Conference on Japanese Language Education in Malaysia serves as a platform for Japanese language teachers teaching in Malaysia to present the findings of their research and reports with their peers.

Although Malaysia has began the transition to endemic hence some restrictions are being relaxed since April, the organisers has decided that this annual international conference for this year will be held on ONLINE platform just like the past two editions. The conference day will be on 1 October 2022 (Saturday). This year, the organisers will be accepting submissions for "Oral Presentation" and "Poster Presentation", as well as "Teachers' Corner" exhibition.

Those who wish to submit for the "Oral Presentation" and "Poster Presentation", please read this submission guidelines thoroughly. However, submissions for the "Teachers' Corner" exhibition is scheduled to be opened on 1 August.

1. Submission Qualification

Anyone who are related to and have interest in Japanese language education in Malaysia are invited to submit papers.

2. Presentation Content

Research and practical report that are related to Japanese language education and have not been presented elsewhere will be considered. Interim reports are also acceptable. Research and report that are beneficial to the development of the Japanese language education in Malaysia is welcomed.

3. Category of Presentation:

Oral Presentation and Poster Presentation

Category	Features	Date & Duration
Oral Presentation via Zoom	・ Time allocated includes Q&A session. ・ Presenter must prepare necessary equipment such as PC, microphone, web camera, etc., as well as internet connection for your online presentation. Organisers will not provide any of these tools.	1 October (Saturday) 30 mins (Presentation: 20 mins,

	· Use stable internet connection for your presentation. A technical check session will be conducted beforehand and you are required to use the same devices and internet connection tested during the technical check session on the actual conference day.	Q&A: 10 mins)
Poster Presentation via video recording	· Presenter must summarise the content of the presentation in a ONE-PAGE PDF file serves as the poster (any size, orientation of the page must be landscape, printing is not necessary) and produce a 5-minute (maximum) poster presentation video using the same content of the poster. Both the video recording and PDF file must be submitted. · The organisers will upload the submitted videos and the PDF file to the official platform of this conference (YouTube) and publish them with limited view/access setting (accessible only by those who know the link). The presenter and the participants will be interacting and exchanging comments via the comment section directly.	23 September (Friday) to 8 October (Saturday) Length of the video recording: 5 minutes. (If it is over the stipulated duration, we may ask you to re-submit.)

4. Language Medium

Papers may be presented in Japanese, English or Malay.

5. Application Procedure

Apply online by completing the form at https://form.jotform.com/jldjfkl/19OralPoster and submit together with item (1) and (2) stated below: -

(1) Proceeding paper (for screening purpose)

The proceeding paper will be screened. This paper has to conform to the following requirement:

a) There is no fixed format.

b) The length of the proceeding paper (inclusive of figures/diagrams) should be:

- **2 – 5 pages of A4-sized paper** for oral presentation

- **1 – 2 pages of A4-sized paper** for poster presentation

c) It should be written in the same language used for its presentation.

d) The paper should include:

① Title (please include English title if the proceeding paper is in Japanese or Malay)

② Objective and background of the research/practical report

③ Content of the research/practical report

④ Findings or result

⑤ References

※Since this paper will be going through the screening process, please do NOT include the name of the presenter(s) and the affiliation/organisation(s) in this paper.

Accepted proceeding papers will be published on the conference website by 19 September 2022 (Monday). You may choose to unpublish your paper after the conference.

(2) Abstract (for web publication purpose)

The summary/abstract should be written in the same language used for its presentation at the conference. It should include: -

      ① Title (please include English title if the proceeding paper is in Japanese or Malay)
      ② Name of the presenter(s)
      ③ Outline of the presentation (Japanese: 400 characters, English or Malay: 200 words)
      ④ Name of the presenter's affiliation/organization(s).

The summary/abstract will be uploaded to the conference website once the proceeding paper has been accepted. It is schedule to be uploaded on 6 September (Tue).

6. Closing Date for Application

29 July 2022 (Friday) at 12:00 PM (Noon), Malaysia time

7. Proceeding Paper Screenings

All submitted proceeding papers will go through an anonymous review process. Once the result has been confirmed by the conference committee, the applicants will be notified. Decision of the committee is final and no further enquiries will be entertained.

The committee may propose some changes to the title or content of the accepted papers or impose further conditions for the paper to be accepted.

8. For Oral Presentation: Condition for Certification

Although we will run through a technical check beforehand, in any case that a presenter is unable to present (in full or partially) due to the internet or Zoom issue, the submitted proceeding paper on the Web Proceedings shall be referred. The organiser will issue and send the E-Certificate (PDF) via e-mail.

9. For Poster Presentation: Poster Presentation Videos, PDF Publication, and Comment Posting

Only the conference registered participants will have the access to the URLs of poster presentation videos (upload with limited view/access setting). The period for viewing, Q&A and comment exchange will start on 23 September (Friday) until 8 October 2022 (Saturday)。
The video and PDF file will be unpublish after the conference.

10. Prohibition for Any Recording (Sound, Video, Screenshot, etc.)

Any type of recordings, such as audio recording, video recording, and screenshot are prohibited during the conference, as well as on the conference's official platform (website, YouTube, etc.).

However, the organisers reserved the rights to make video recording and take screenshots during the conference for our own record and publicity purposes, organisers' webpage, reports and newsletters. Your understanding on this matter is very much appreciated.

11. Enquiries

Please e-mail to the conference secretariat (JFKL office): jle_conference@jfkl.org.my

Important Dates

29 July (Fri) **12:00 PM (Noon),** **Malaysia time**	Closing Date of Submission Submit online with the attachments: (1) Proceeding paper, and (2) Abstract
29 August (Mon)	<u>Notification of Acceptance</u> You will be notified of the status of your paper submission via e-mail. Kindly notify the conference secretariat (Refer item no. 11 above) if you have not received any updates of your paper submission within 29 August (Mon).
6 September (Tue)	Abstracts will be published on the website.
19 September (Mon)	Proceeding papers will be published on the website.
23 September (Fri) **until 8 October (Sat)**	Poster presentation videos and PDF will be published. Comments posting (Q&A and comment exchange) will be held during this period.
1 October (Sat)	Conference via Zoom (online conference platform). ・Oral presentations will be held on this platform. ・Poster presentations will NOT be held on this platform.

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