The 17th International Conference on Japanese Language Education in Malaysia
Submission Guidelines

June 6, 2020

Co-organized by The Japan Foundation Kuala Lumpur (JFKL), Ambang Asuhan Jepun (AAJ) University of Malaya and Malaysian Japanese Language Instructors Society (MAJLIS), this conference provides a platform for Japanese language teachers and researchers in Malaysia and abroad to share the findings of their research and experience with their peers.

Due to the spread of the newly discovered coronavirus (Covid-19) in 2020, it is difficult to predict when the restrictions on movement and gathering imposed by the authorities will be lifted in Malaysia and other countries. Therefore, the organizing committee has decided to conduct the conference ONLINE this year with selected programs. Date of the conference falls on October 3 (Saturday). Only "Oral Presentations" and "Poster Presentations" will be held, while "Teachers' Corner" is cancelled.

Those who wish to apply for the oral/poster presentation, please read this submission guidelines thoroughly and understand the changes regarding the presentation method, paper submission for screening and other relevant information.

We look very much forward to your application.

ORAL / POSTER PRESENTATION

1. Submission Qualification

Those who are related to and have interest in Japanese language education in Malaysia are invited to submit papers stated in 5.(1) and (2).

2. Presentation Content

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

3. Category of Presentation: Oral Presentation and Poster Presentation

Category	Features	Duration
Oral Presentation via online conference platform (Zoom)	・Time allocated includes Q & A session. ・Presenter must prepare necessary equipments such as PC, microphone, web camera, etc., as well as internet connection for your online presentation. Organizers will not provide any of these tools. ≪NOTICE≫ Please 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 conference day.	30 mins (Presentation: 20 mins, Q & A: 10 mins)
Poster Presentation via video recording	・Presenter must summarize 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 organizers 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.	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.me/jldjfkl/PR17 and submit together with item (1) and (2) stated below: -

(1) Proceeding paper (for the purpose of screening)

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: -

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

ii. Objective and background of the research/practical report

iii. Content of the research/practical report

iv. Findings or result

v. References

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

(2) Summary/Abstract (for the purpose of publicity)

The summary/abstract will be uploaded to the conference website once the proceeding paper has been accepted. The summary/abstract should be written in the same language used for its presentation at the conference. It should include: -

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

ii. Name of the presenter(s)

iii. Outline of the presentation (Japanese: 400 characters, English or Malay: 200 words)

iv. Name of the presenter's affiliation/organization(s).

6. Closing Date for Application

August 14, 2020 (Friday) at 12:00p.m. (Noon)

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. Web Proceedings

Accepted proceeding papers will be published on the conference website by September 21, 2020 (Monday). You may choose to unpublish your paper after the conference.

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

Only the conference applicants will have the access to the URLs of poster presentation videos (upload with limited view/access setting). The release date is scheduled on September 25, 2020 (Friday). The period for Q&A and comment exchange on the same platform will start on the same day (September 25), until a specific time and date set by the committee (to be announced).

Presenter may choose to unpublish the video and PDF file after the conference.

10. 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. An E-certificate (PDF) will be issued and sent via email after the conference. This is a special arrangement applied for this online conference in 2020 only.

11. 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.) to avoid copyrights and image rights violation. Your understanding on this matter is very much appreciated.

However, the organizers reserved the rights to make video recording and take

screenshots during the conference for our own record and publicity purposes, such as but not limited to, organizers' webpage, reports and newsletters.

12. Enquiries

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

Important Dates

August 14 (Fri) **12:00p.m. (Noon)**	Closing Date of Application for Submission Submit online with the attachments: (1) Proceeding paper, and (2) Summary/Abstract
September 4 (Fri)	Notification of Acceptance You will be notified of the status of your paper submission via email. Kindly notify the conference secretariat by September 8 (Tue) if you have not received any news of your paper submission.
September 21 **(Mon)**	Web Proceedings will be published.
September **25 (Fri)**	Poster presentation videos and PDF will be published. Comments posting (Q&A and comment exchange) starts.
October 3 (Sat)	Conference via Zoom (online conference platform). ・Oral presentations will be held on this platform. ・Poster presentations will NOT be held on this platform.