LETTER OF ACCEPTANCE

The Dubai International Conference in Higher Education:
Sustaining Success through Innovation
Michigan State University, Dubai
19-20 January 2014

4th December 2013

Primary Author: Dr. Andi Asiz

Paper Title: Performance Measures of Student Learning Outcomes for Newly Established Civil Engineering Program in Saudi Arabia

Dear Author,

Congratulations on the acceptance of your paper! And thank you for your interest in the Dubai International Conference in Higher Education.

On behalf of the Conference Advisory Committee, I would like to formally invite you to attend the 2nd Dubai International Conference in Higher Education to present your paper.

The aim of this international conference is to provide for all those closely connected with Higher Education, a forum for sharing experience and expertise in creating innovative and successful learning, teaching, research and outreach environments fit for Higher Education in the 21st century. All submissions will be peer reviewed and acceptance will be based on quality, relevance, and originality. Presenters will be given the opportunity to have their submissions included in the on-line conference proceedings.

Attendees include educators, students, academic managers, quality assurance and educational system leaders, and researchers. We welcome as many attendees as possible.

Attached in this letter is the Submission Guidelines. You can also register through our new website. An invitation for the registration will be sent to you separately.

Please provide us a ‘brief’ biographical note for use as introductory material for your session chair at the conference. More details and instructions will be announced closer to the event.

We look forward to meeting you on January 19-20, 2014.

Regards,

Dr. Tessa Dunseath
Executive Director, MSU Dubai
Chair, Conference Organizing Committee
SUBMISSION GUIDELINES

Authors of accepted papers should provide a complete description of the overall purpose, methodology, implication and potential impact of their scholarly work. Please email your abstract, workshop proposal and poster to Ms. Lulett Escarpe at escarpe@msu.edu.

DEADLINE FOR SUBMISSION

ALL Abstract
Final paper, workshop, and poster

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November 1, 2013
December 16, 2013.

Notification of acceptance is normally sent within two weeks after receipt of submission.

Presenter’s ID will be issued after December 16, 2013.

IMPORTANT: Required Author Registration

For papers with multiple authors, please ensure that at least one author registers to attend the conference (online registration system available in the conference website) to avoid being withdrawn from the conference. All Presenters MUST register before December 16, 2013 to avoid automatic withdrawal of paper from the conference proceedings.

PAPER PRESENTATION

The following are important guidelines regarding the final submission of your paper:

LENGTH:
You are allowed to a maximum of 10,000 words, including all text, figures, tables and references. Any documents that exceed the limit will be returned for revision.

LANGUAGE:
All presentations must be in English.

TYPE:
Authors are encouraged to use the Times-Roman font only. Font size should not be smaller than 11 points throughout the paper, including figure captions.

TITLE:
The title must appear in boldface letters and should be in ALL CAPITALS. Also try to avoid uncommon acronyms in the title.

AUTHOR LIST:
The author’s name(s) and affiliation(s) appear below the title in capital and lower case letters. Papers with multiple authors and affiliations may require two or more lines for this information.
ABSTRACT: Each paper should contain an abstract, a maximum of 250 words that appears at the beginning of the document.

BODY: Major headings appear in boldface capital letters, at the start of the left margin of the column. Subheadings appear in capital and lower case, either underlined or in boldface. They should also start at the left margin of the column on a separate line. Use SINGLE SPACING throughout the document.

FILE FORMAT: We strongly recommend that you use the Word file (doc), NOT pdf, to produce your document. Paper size MUST be in A4 paper layout (210 x 297 mm).

PUBLICATION OF ABSTRACT & CONFERENCE PROCEEDINGS:

Papers should meet the minimum academic standards, consistently formatted according to a common academic or professional citation style (e.g. Harvard, MLA, APA or Chicago) and have been carefully proof read to eliminate spelling and grammatical errors.

Presenting in Parallel Sessions

Speakers will be given 25 minutes to present their paper, including questions and discussion. Presenters are requested not to exceed the allotted time slot. It is advised that presenters prepare handouts in advance (if necessary) for the audience. Unfortunately, the venue is unable to provide printing or photocopying facilities at the conference.

We recommend that you submit your presentation slides two weeks prior to the event to give us ample time to save your presentations to our computer or flash drive. It will also provide us the opportunity to test your presentation with the equipment that we will be using on the day.

WORKSHOP PRESENTATION

The workshop is ideal for teaching or demonstrating procedures, skills or techniques. The session should include clear aims and objectives, and a structured activity with sufficient time for audience participation. Following the conference, a discussion paper about the activity can be submitted for publication in the online-conference proceedings. Please limit your submission to 2000 words.
Participants intending to conduct a workshop should initially submit a proposal, which includes:

- Workshop leader's title, full name and affiliation
- Workshop title
- Aims, objectives, and outline of the planned activity

Deadline for the initial workshop proposal is on November 1, 2013, with a maximum word limit of 250 words. References should NOT be included at this stage.

POSTER PRESENTATION

Although the presentation is in the form of a poster, presenters should provide an abstract in the same format as the paper presentation. Provide a concise description of the overall purpose, methodology, implication and potential impact of your scholarly work.

Deadline for the abstract is on November 1, 2013, with a maximum word limit of 250 words. References should not be included at this stage.

Also provide the following in your submission:

- Presenter’s ID (provided after submission of initial proposal)
- Title of poster
- Author’s title, full name and affiliation
- Maximum size of poster is 150 cm x 100 cm

Key features to include in the Poster:

- Clear, concise overview of the research paper
- Brief literature review (optional)
- Key facts, analysis and arguments relating to the research question
- Author’s conclusion and points of discussion
- Appropriate references

Board space and push pins to mount the posters will be provided at the conference venue. Please indicate if this is required, or if you are intending to present your poster as a ‘roll-up banner’ with its own stand.

Posters will remain on display for the whole duration of the conference.
4th December 2013

Prince Mohammad Bin Fahd University
PO Box 1664, Al Khobar 31952
Saudi Arabia

Re: INVOICE

Dear Dr. Andi Asiz,

In order for you to be officially registered, please make the necessary payment and email us back the scanned copy of your proof of payment. Details are as follows:

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Before Nov. 1, 2013</th>
<th>After Nov. 1, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter Registration</td>
<td>$100</td>
<td>$120</td>
</tr>
<tr>
<td>Non-Presenter Registration</td>
<td>$120</td>
<td>$150</td>
</tr>
</tbody>
</table>

**PAYMENT**

Payment must only be made through "Bank Transfer" in US Dollars excluding the bank charges, payable to: “Michigan State University”. Please send the payment proof (scanned copy) to Lulett Escarpe at escarpe@msu.edu.

Bank: Emirates NBD
Account Name: Michigan State University
Account Number: 101-2386-6926-01
IBAN: AE630-26000-101-2386692-601
Swift Code: EBILAEAD

We look forward to see you at the conference in January 2014.

Regards,

Dr. Tessa Dunseath
Executive Director, MSU Dubai
Chair, Conference Organizing Committee