

Welcome to *NRW-II. The Second Annual National Research Workshop* is School of Corporate Governance and Public Policy initiative to bring academicians and practitioners under one umbrella to deliberate on key issues of corporate governance.

Frequently Asked Questions:

Abstract and full papers

- + How long should the abstract be and what is the format?

Length of abstract should be 500-800 words, and submitted along with author/co-authors details and four-five keywords. The abstract should point out the objective, questions, methodology and in case of complete papers, the outcomes.

Paper writers should prepare the manuscript following the APA Style Sheet.

Check the site <http://www.apastyle.org/> for APA Style Guide.

- + What is the length of full paper?

Full papers should not be more than 5000 words with keywords. The papers should be complete with references.

- + Where do I submit the abstract or full paper?

Abstract and full papers need to be submitted electronically to nrwiica@gmail.com and copied to scgpp.events@gmail.com

- + I am unable to attend the conference. Can I still submit my abstract for publication in the conference abstract book?

If you know for definite that it will be impossible for your material to be presented at the conference by yourself or a co-author/colleague, please do not make a submission. Only those who wish to attend the conference and be present at the conference, their abstract will be included in the conference program book. We do not allow abstracts or full papers to be published in the conference materials without any presentation.

- ✦ I have submitted my abstract but have not received confirmation, what should I do?

Resubmit the abstract! There may be a number of reasons why you have not received any acknowledgment. There may be an email delay, there may have been an error in your email address field on the form, or the abstract might still be under review process.

We try to send a notification in two weeks, whether your abstract has been accepted or not. But in some cases you will need to wait until the submission deadline, as the scientific committee might be willing to evaluate all.

- ✦ I have submitted my abstract, but now I realize that it contained a mistake and I need to revise it. Should I submit the abstract again?

Yes you can resubmit again and mention revised abstract.

- ✦ If the deadline of abstract is over, can I still make my submission?

One can make a submission for a week following the deadline. After that only full papers will be taken for review. So if by any chance you could not submit the abstract, send the full paper as entry.

- ✦ How will the abstract and full papers be selected?

Papers are evaluated and selected according to double-blind peer reviews by the scientific committee of the conference and scholars specialized in this field. Once it is screened by the panel of reviewers, you will be intimated of presentation format for the academic workshop.

- ✦ My abstract and full paper has been accepted for presentation. Do I have to register by a particular deadline?

Yes, it is absolutely essential that you register by the registration deadline which will be detailed in the AGENDA page of the conference. The acceptance of your paper and presentation of the same is conditional on you registering to attend the conference. Your registration confirms to the conference organizers that you will be presenting your material at the conference, and without your registration we will presume that you are no longer able to present. If you do not register by the deadline, your presentation will be automatically removed from the program. If the deadline is problematic for you for whatever reason, then please contact or send a mail to the coordinator in order to explain your situation, and some days of extension.

- ✦ Will my paper be published?

The School will award top three best papers with cash prize. Also one or all three of the papers shall be selected for the School's Annual Edited Volume. NRW – I first prize winner's paper has been selected for the Edited Volume on Corporate Governance which shall be published by one of the reputed leading publisher in India with global presence. The School

is also planning to bring out a workshop proceeding which will be finalised only after reviewing the quality of submissions.

- ✚ Do the paper writers limit their choice to the sub-themes provided in announcement?

No, the paper writers or contributors can submit research papers on any theme of their choice under the subject of corporate governance.

- ✚ Does one have to register for the workshop even if one is not opting for accommodation?

Yes, one will have to register for the workshop to be a part of the academic event. The fee may vary. If one does not opt for accommodation, then he or she needs to pay the non-residential fee which is different for students and faculty. *Participants can opt for one day or two day accommodation. Charges vary.*

- ✚ What is the venue for the academic workshop and accommodation details?

The venue for workshop is TERI University, 10, Institutional Area, Vasant Kunj, New Delhi-110070. Accommodation will be arranged in the adjacent academic institution, Institute for Studies in Industrial Development (ISID).

- ✚ What are the differences between participation categories?

There are THREE categories for registration:

1. REGISTRATION FEE(NON-RESIDENTIAL)

a) STUDENTS/ PHD FELLOWS: Rs 2750 per head

b) FACULTY: Rs 4000 per head

2. RESIDENTIAL STUDENT

RESIDENTIAL	STUDENT	TOTAL	
	Workshop **	Accommodation***	Total
ONE DAY	RS 2750	RS 3800	6550
TWO DAYS	RS 2750	RS 7500	10250

3. RESIDENTIAL FACULTY

RESIDENTIAL	FACULTY	TOTAL	
	Workshop**	Accommodation***	Total
ONE DAY	RS 4000	RS 3800	7800
TWO DAYS	RS 4000	RS 7500	11500

✚ When should I register?

Please register as soon as you know that your attendance is definite after receiving the acceptance notification for your abstract. This will mean that the conference organization team will be able to send all the relevant documentation to you in good time before the conference, and your name will be included in the published list of participants. It will also mean that you have a guaranteed accommodation if you seek one (on payment basis), before it becomes fully booked.

✚ When is the deadline for registration?

If you are planning to attend the conference as a non-residential participant, then register by January 31, 2015. But if you seek accommodation then you need to register as soon as possible by December 31, 2014. We have limited seats and time allotted for participants for the two-day residential programme. For delegates (not paper presenter) registration is open till January 31, 2015.

If you are making a presentation at the conference, it is essential that you register according to the author registration deadline which is detailed in the announcement. If you do not register by this date, your material will be automatically excluded from the final conference program.

✚ If, I am unable to register; can I simply come to the venue and complete registration process there by paying the registration fee?

We do accept on-site registration. But one needs to confirm one month in advance of participation and accommodation requirement. This is because we need to submit the confirm list of participants to the venue organiser for seating and arrangements and pre-workshop proceedings and all other necessary formalities.

✚ How do I pay my registration fees?

We do prefer NEFT transfers, or demand draft. We are soon launching the payment gateway and it shall be active on the website. If you wish to make a NEFT transfer, please drop a mail for details at: nrwiica@gmail.com or scgpp.events@gmail.com

You can send your registration form along with demand draft or copy of NEFT Transfer to

School of Corporate Governance and Public Policy

Indian Institute of Corporate Affairs

3rd Floor, Right wing

Plot No: P 6, 7, 8 Sec. 5, IMT Manesar

Distt. Gurgaon (Haryana), Pin Code - 122 050

Ph.: 0124-2640039

- ✦ Is there a chance to participate with a help or scholarship?

Unfortunately, we cannot help you in funding your participation. We can however provide you a letter from the Head of the School or organising team, confirming your participation which you may process it at your end in your University/ Institute/ College.

- ✦ Can I present more than one presentation at the conference, and do I need to pay more than one registration fee?

No you cannot present more than one paper.

- ✦ My paper has more than one author. Shall we all fill in the registration form and pay the regular registration fee?

Every participant need to register for the event since there are arrangements of workshop kits, meals, coffee break, conference book, kit etc. If more than one author is going to attend the conference, then registration needs to be done for all the authors of the paper.

CANCELLATION

- ✦ I am not yet sure if I can definitely attend the conference. Is it okay for me to register now and then cancel later, or just not turn up at the conference?

If you are not sure that you can attend for paper presentation kindly do not register. There is no refund. The conference organizers incur prepaid costs for each place booked, for example for your conference catering and for conference materials regardless of whether you ultimately attend or not. However if there any last minute development in terms of absence, than the kit and conference materials along with certificate shall be sent to you. In addition, if you book a place, and the conference becomes fully booked, you will be preventing someone else from attending the conference.

- ✦ I have to cancel my place at the conference. Can a colleague attend in my place?

This is usually not a problem. Please inform the Co-ordinator in Charge in writing of your details, plus the contact details of the person who will be attending in your place. A substitution can then be made, and no extra charge or cancellation penalty is incurred.

PRESENTATION

- ✦ When should I arrive at the conference venue?

It is very important that you arrange your travel in order to be at the conference venue on the first day of the event. The conference program will be announced shortly after the registration deadline, but we intent to place some possible free time to the last day.

- ✦ When is my oral presentation and how long should it last?

Please refer to the conference program once it is published in the website / or mailer sent to you to see when your individual presentation will take place and its duration. A draft program will be announced a couple of weeks before the conference.

The presentations will be 15 or 20 minutes plus some more time will be given to each presenter for discussion.

- ✚ I will only be able to attend for a restricted time? Can I decide my presentation time?

This might not be possible. So, please do not count this and try to attend the whole sessions, which will be a more interactive and exciting event.

- ✚ Are there any group travel arrangements for the conference, or transport arrangements?

No, we have found from experience that delegates prefer to make their own independent travel arrangements. In the age of internet bookings, it is easier and more cost-efficient for you to shop around and find the most convenient travel option for yourself. The organizers do not provide shuttles from the airport to the venue, but transfers by public transport are normally available and information on these can be received on request.

- ✚ What materials will I get when I arrive at the conference?

You will receive a final printed program including all the details of the presenters and their contact details and pre-workshop proceedings book. You will also receive a name badge at the registration desk, which we ask you to wear throughout conference hours for security purposes, and other conference materials.

- ✚ What facilities and operating systems will be used during the conference? Can I bring my presentation on a USB flash disk?

You will be able to show a powerpoint presentation. We prefer you to bring your presentation in USB flash disk and hand us during the registration or early enough to check if everything works fine. We don't recommend your own laptop for presentation for technical difficulties.

- ✚ How do I book accommodation for the conference?

An official request is to be mailed supported by the submission of fee. Please see the additional charges for booking.

- ✚ Do I need a visa to attend the conference, and if so, can the coordinator of workshop help me with my entry visa application?

For international participants, if you are unsure whether you need a visa to attend the conference, please check with your local embassy or travel agent. If you do, it is essential that you begin the process as soon as possible, in order that you obtain your visa in time for the conference or registration deadline. Visa application procedures have become stricter and more complex and therefore it can take much longer to process your application than anticipated. Subject to certain conditions, we provide a standard acceptance letter indicating that you are invited to take part at the conference so that it will assist you with your visa application. Unfortunately, the coordinator is unable to follow up your application on your behalf or enter into correspondence directly with consulates.

- ✦ I am unable to come to the registration session at the start of the conference. Can I attend at a later stage?

Yes, the conference information and registration desk will be staffed throughout conference hours for queries. But we strongly recommend you to be at registration desk at the start of the event and listen to as many presentations as you can, in order to be involved in discussions and to be able to meet other participants from different places. Also paper presenters need to be present at the inaugural and during the entire course of session.

GENERAL TERMS AND CONDITIONS

Registration is obligatory to attend the conference as a presenter.

Discounts

Multiple-participant from the same institution discount: 10% (for three or more participants from the same academic institution or organisation).

The discount is only valid for regular In-Person Participation. Other categories cannot be subjected to a discount.

Awards

Cash prizes for best papers along with certificate and opportunity to get published.

Language

All proposals, presentations and papers must be in English.