

## Conference Selection Guidelines

This document is intended to help Kuwait University Researchers in selecting scientifically sound conferences. These guidelines should be followed to maximize the benefit from attending a conference.

**First:** Categories of conferences considered acceptable are:

**University Affiliated** (reputable universities among top 150 by international rankings)

**Association Affiliated** (well-recognized professional associations in the field of interest)

**Topic Focused** (conferences focused on a specific topic/field of interest bringing together scholars from many institutions, must be organized by a prestigious professional association or given seal of approval)

**Second:** Conferences should have peer-reviewed acceptance process. Faculty members are expected to either present a research paper or have a poster presentation.

**Third:** Applicants should include a letter of invitation / acceptance and request forms must be submitted 30 days ahead of the conference date.

**Fourth:** Complete conference documentation must be provided upon applying for funds to assure the high quality of the selected conference (conference affiliation, conference theme, scientific committee, organizing committee, detailed conference program, list of participants and a copy of the paper/poster).

**Fifth:** Seminars, Round-table discussions, Work-shops, Training courses and other similar activities are not accepted as substitutes to scientific conferences.

**Sixth:** Conferences organized by commercial entities are strictly rejected. In addition, conferences of one day duration are deemed highly unacceptable, particularly, those advertised by entities organizing multiple conferences in different countries during a single calendar year.