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| Symposium Corresponding Author1. Organisation Nameemail@address.com
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| Symposium Chair1. Organisation Nameemail@address.com
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Title of Your Symposium for the UKFIET 2015 Conference

# Symposium Rationale

This file provides both the instructions and the template for symposium papers for the 13th International Conference on Education and Development. It is the responsibility of the Symposium Lead to collect the three conference papers and put them into this file for upload. Please delete this text and the text in the sections below as appropriate resulting in each section being a coherent and complete conference paper.

Please note, the term ‘Symposium Corresponding Author’ is used to denote the person who is leading or convening the symposium. They have the responsibility for ensuring this template is completed. There are some symposium where the Symposium Corresponding Author is not an author so please do not be confused by this term. Symposium Corresponding Authors are encouraged to engage with their authors to ensure their papers are entered in this template and uploaded as set out in the instructions below. Also, Symposium Corresponding Authors will need to build a single PowerPoint file for upload should a presentation be appropriate for the symposium. The symposium papers and the symposium presentation will be included in the Online Programme but we can only accommodate these two files hence the need to combine.

# SymPosium Papers

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| **Paper 1 – Title** |
| First AuthorOrganisation Nameemail@address.com | Second AuthorOrganisation Nameemail@address.com | **Third Author**Organisation Nameemail@address.com |
|  |  |  |
| **Paper 2 – Title** |
| First AuthorOrganisation Nameemail@address.com | Second AuthorOrganisation Nameemail@address.com | **Third Author**Organisation Nameemail@address.com |
|  |  |  |
| **Paper 3 – Title** |
| First AuthorOrganisation Nameemail@address.com | Second AuthorOrganisation Nameemail@address.com | **Third Author**Organisation Nameemail@address.com |

**For the authors above, please modify the table adding the authors and deleting any unused text areas. If there are more than three authors, please add another column to the table as required. Remember this is prominent so take care to ensure the formatting remains consistent is advised.**

# Upload Instructions

Please insert your submitted Symposium Rationale that you put into the UKFIET submission system (ukfiet.exordo.com). Note, the Conference Programme will be developed using the already submitted Symposium Rationale. There is no leeway to modify the Symposium Rationale as this would require the symposium to be reviewed again to ensure it remains aligned to the Conference theme. Departure from your submitted rationale and abstracts is not advisable.

It is required to have one combined file of all papers for your symposium. It is the responsibility of the Symposium Corresponding Author to create the file.

# SUBMITTING THE Symposium Papers

The symposium file consisting of the three conference papers needs to be submitted by August 14, 2015. To submit the symposium file, it is the responsibility of the Symposium Corresponding Author to do so by uploading it to <http://ukfiet2015.exordo.com>. Please use the logon that you created when you submitted your proposal.

Please note this is form Symposium Submissions. Single papers must use the other form provided at <http://www.ukfiet.org/conference>.

## File Name

The file name should be the title of the symposium. For example, the document could be symposium-title-as-the-file-name.doc.

## PDF for Upload

Also, it is expected that the submission will have a PDF version uploaded with the same name as the Word document. This is a simple process to create a PDF. Should instructions be required, please see: <http://www.wikihow.com/Convert-a-Microsoft-Word-Document-to-PDF-Format>.

# ProgramME and proceedings

Symposium rationale, abstracts and conference papers will be compiled into the Conference Programme. This year, the Conference will use a mobile programme thus allowing for delegates to have the ability to read and formulate opinions and questions about your submission before they attend the session.

## Presentation for the Conference

In addition to submitting your joint symposium file, you are strongly encouraged to upload your short presentations which will be included in the mobile programme. It will be uploaded by the 10th of September to <http://ukfiet.exordo.com>. As with your papers, delegates will then be able to read and engage with your argument and position more quickly. As such, the Conference Team encourages you to devote your presentations to your particular position / argument / outcome in order to drive discussion.

For the presentation, general guidance is that you focus on the use of images where possible and limit text. You will have 90 minutes for the symposium and it is recommended to use up to 15 minutes for each paper within the symposium. For a 15 minute presentation, only a handful of slides are needed. The focus of your presentation, as with the papers, should be on the particular argument or outcome of your work. Please assume those who are in the room to hear your presentation are knowledgeable in the field and do not need to be provided a great deal of background information. With the advent of mobile technology, basic terminology and overview information is available by a quick internet search for those seeking context.



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| Paper 1 - First Author1. Organisation Nameemail@address.com
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| Paper 1 - Second Author1. Organisation Nameemail@address.com
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| Paper 1 - Third Author1. Organisation Nameemail@address.com
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Paper 1 - Title of Your Paper for the UKFIET 2015 Conference

# ABSTRACT

Please insert paper 1’s submitted abstract here that you put into the UKFIET submission system (ukfiet.exordo.com). Note, the Conference Programme will be developed using the previously submitted and accepted abstract. There is not leeway to modify the submitted and accepted abstract as this would require the paper to be reviewed again to ensure it remains aligned to the Conference theme. Departure from your submitted abstract is not advisable.

Please delete this text and the text in the sections below as appropriate resulting in a paper with the required sections. **For the authors above, please modify the table adding the authors and deleting any unused text areas. If there are more than three authors, please add another row to the table as required. Remember this is prominent so take care to ensure the formatting remains consistent is advised.**

# INTRODUCTION

It is expected that authors will submit carefully written and proofread material taking care to avoid spelling and grammatical errors. The paper should not exceed 5000 words and shorter papers of 3000 words are acceptable. These counts exclude references. Papers are to be written in English.

# paper format

The uniform outlook will help the reader to follow the proceedings. Authors are expected to provide the information to the Symposium Corresponding Author who will collate the papers into one file using this template. Please note the following details: this template is an A4 format with 20 mm (0.8 inch) margins left, right, top and bottom. It is recommended that the Styles are used. If you are not familiar with the benefits and use of styles, please see: <http://www.howtogeek.com/school/microsoft-word-document-formatting-essentials/lesson5/all/>

All text paragraphs should be single spaced. Double spacing should only be used before and after headings and subheadings as shown in this example. Position and style of headings and subheadings should follow this example.

## Header, Footer, Page Numbering

If this template is used when writing the conference paper, headers and footers will be set automatically.

## Fonts

It is recommended the body of your paper should use 12-point font. It is recommended that text in figures is not smaller than 9-point font size.

## Tables and Figures

Figure captions and table headings should be sufficient to explain the figure or table without needing to refer to the text. Figures and tables not cited in the text should not be presented.

The following is the example for Table 1.

Table 1 Title of Example Table

|  |  |  |
| --- | --- | --- |
| AAA | Type X | Type Y |
| Item1 | Item2 | Item3 | Item4 | Item1 | Item2 | Item3 | Item4 |
| BBB | 18 | 44 | 41 | 13 | 17 | 43 | 40. | 10 |
| CCC | 24 | 60. | 61 | 28 | 26 | 63 | 65 | 19 |

Table headings should be centred above the tables. Figure captions should be centred below the figures.



Figure 1: Caption of Example Figure

# SUBMITTING THE Paper

Please provide the paper text in the correct format to the Symposium Corresponding Author who will combine the paper with the others in the correct order in accordance with the instructions offered at the beginning of this document.

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## Copyright for the Conference and Open Access Publication

Copyright will be given to UKFIET for the purposes of including the paper in the Conference Programme and for the purposes of publishing it within the UKFIET open access area of its Forum.

# conclusion

The purpose of the UKFIET Conference is to entice discussion and debate. It is a unique opportunity to bring together various groups and constituencies involved in Education and Development. Please design your paper and your presentation to entice discussion and questions from your other delegates.

# REFERENCES

Please include references as appropriate. Should you not have a preferred style and/or reference tool, it is recommended to use Zotero (<https://www.zotero.org/>) as it integrates with Word and supports most all reference styles thus quickly generating your reference list in the appropriate format.



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| Paper 2 - Third Author1. Organisation Nameemail@address.com
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Paper 2 - Title of Your Paper for the UKFIET 2015 Conference

# ABSTRACT

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## Header, Footer, Page Numbering

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## Fonts

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Figure 1: Caption of Example Figure

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| Paper 3 - Third Author1. Organisation Nameemail@address.com
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Paper 3 - Title of Your Paper for the UKFIET 2015 Conference

# ABSTRACT

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