



**GAMPAHA WICKRAMARACHCHI UNIVERSITY OF INDIGENOUS MEDICINE,
SRI LANKA**

RESEARCH AND PUBLICATION COMMITTEE

REVISED GUIDELINES FOR ATTENDING SCIENTIFIC MEETINGS

- 1) Permanent University teachers and staff members in the categories of Administrative, Financial/Auditing, Legal & Documentation Services and Library Services at Gampaha Wickramarachchi University Indigenous Medicine, Sri Lanka can apply for the registration fee of attending Scientific Meetings.
- 2) Scientific Meetings can be clarified as Conferences, Symposia, Seminars, Colloquiums, Forums, Workshops, Congresses and Sessions.
- 3) Conference papers refer to articles that are written with the goal of being accepted to a conference: typically, an annual (or biannual) venue with a specific scope where results can be presented to the community, usually as an oral presentation, a poster presentation, or a tabled discussion.
- 4) The scientific meeting could be a local or international meeting.
- 5) Applicant should make either an oral or a poster presentation at the given Scientific Meeting by himself/herself. However, oral papers take precedence over poster presentations, and applicants who are giving multiple presentations will be given more consideration.
- 6) Original copy of evidence of payment for the registration to the conference and certified copies of the letter of acceptance, participation certificate and the presented article should be submitted along with the application to the Research and Publication Committee for approval.
- 7) Authors can claim for registration fee for any number of papers per year subject to the allocation decided by the Research and Publication Committee and availability of funds.
- 8) If multiple authors are presenting, only one author can receive the funding.

- 9) If an author is an editor of the conference/ proceedings of the same conference, the author is advised not to claim for participation in the conference.
- 10) Preference is given to those whose paper/poster is likely to be subsequently published, and journal paper publications take precedence over conference proceedings, which in turn take precedence over other publications.
- 11) All the records of the overseas conference attendance should be maintained by the Academic Establishment Division of the University and details on the previous payments should be obtained from the Finance Division with a certification of the relevant officers before recommending the grant by the Research and Publication Committee.
- 12) Altogether, a sum of Rs. 100,000.00 maximum will be granted for attending a particular Scientific Meeting upon the completion of the presentation.
- 13) The Conference/ symposia papers in the following mode and type will be considered for claiming purpose.
 - a. Abstracts
 - b. Extended abstracts
 - c. Full paper