

## ThaiSim conference proposal guide

How to prepare and submit your **proposal** for the ThaiSim conference



For a reduced conference fee, and to stay in touch, be sure to join our group – for free:  
Click here to go to the web page: <http://www.linkedin.com/groups?gid=2376328&trk>

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## Introductory remarks

Dear ThaiSim Presenter

We hope that you will join us at the next ThaiSim conference, where you will meet enthusiastic people with creative ideas and where you will be able to participate in simulations and games.

We encourage you to run a session at the ThaiSim conference. Even if you have never presented before in a conference, there is always a first time, and ThaiSim conferences are an ideal place as the delegates are warm and friendly people.

Please **read** this guide in its entirety before starting on your proposal. The notes provided in this document are to be taken as the general rule. If your proposal involves special needs, please be in touch with [ts.proposals@gmail.com](mailto:ts.proposals@gmail.com). Please distinguish between two documents:

- a. Your conference **proposal**: This is a short document – see example proposal below. It tells us what you propose to do in your session. The proposal includes such things as your name,

an abstract, and other details. Your proposal must be accepted by the programme committee in order for your session to be included in the conference programme. We have provided a **sample proposal below** (starting on page 5) to help you do yours.

- b. Your conference **paper**: This is the full paper for your actual session. You do **not need** to write a full paper in order to present at the conference. In fact, it is much better NOT to write a paper, but just to do a presentation (for example, with Powerpoint). If you read a paper, people will go to sleep or leave the room. After your session at the conference you will be able to submit a full written paper for inclusion in the conference **proceedings**. You will find a separate document on the ThaiSim web site to tell you how to write your paper for the proceedings.

This particular guide concerns your conference **proposal**. Please **note** the following:

- The **quality** of your session proposal will determine whether or not your session is accepted at the conference. The closer your proposal follows the **guidelines** provided below, the more likely it is that your session will be accepted for inclusion in the conference programme. Focus on **quality**; a short clear abstract is better than a long, obscure one.
- **NB.** We avoid free riders. All authors of accepted proposals must **register** to attend the conference. **If you are author of a proposal, you must register for the conference and pay the conference fee.** If you do not register for the conference and pay the fee, your session abstract will be **withdrawn** from the conference programme. Therefore, make sure that all authors pay the conference fee before you send your abstract.
- **Please make sure that you follow all instructions in this guide. Failure to do all the required things will result in rejection of your proposal. In particular, pay attention to such things as filenames, email subject lines, formatting, file types, etc.**
- All proposals and sessions are in **English**. All handouts and game materials should, if possible, also be in English. During your session, **do not worry** about making **mistakes** in English; people do not notice mistakes in spoken English. However, your proposal must be in correct English, as should your slides and handouts.

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## Session types

ThaiSim conferences usually contain four types of sessions: plenary sessions, paper presentations, hands-on workshops, poster sessions. **Please show respect for other speakers and for your audience by making sure that your sessions finishes on time!** If your session finishes early, that is fine and people appreciate it because it gives them time to talk with you informally and meet other people.

### Keynote sessions

Keynotes are usually **plenary** sessions. These are usually **invited** by the conference programme chair. However, if you would like to be considered for delivering a keynote address, please do a thorough proposal, following the guideline for papers (below), and send it to the conference programme chair.

## Paper presentations – 20m = 15+5m

These are the **standard** session at ThaiSim. The session length is **20m**. Your actual paper must be **15m** maximum. This will allow the audience opportunity for commentary and questions in the remaining 5m. You may, of course, finish in less than 15m, and have a longer discussion.

**Handouts:** It is usual for presenters to have short handouts available (one to two pages is suggested). If an audience member wishes to have a longer document, then you can send it later (after the conference) by email.

**Aims / contents:** Paper presentations may have any of the following aims and/or content:

- Outline a **game** or **simulation** or some aspect of **experiential learning** activity (such as debriefing), or describe its **design, use, results, debriefing** procedure, etc.; preferably with **photos** or even a very short film, to illustrate. Describe how you used and debriefed a simulation/game in your classroom.
- Allow a short hands-on **demonstration** by some of the audience, preferably with short introduction and commentary by you. Show or demonstrate (parts of) a **new game**, and ask the audience for feedback and ideas on how to improve it.
- Provide a brief summary of a piece of **research** or a **project**, either completed or still in progress.
  - **Research papers** should, if possible, include (1) objectives of the study, (2) perspective(s) or theoretical framework, (3) methods of inquiry (including participants, contexts, data collection and analysis, etc.), (4) results, and (5) discussion and/or conclusions.
    - The **methods** section for research presentations should be **short**, and take no more than five minutes in total. Further references, literature reviews and details about your methodology should be put in your handout.
    - People are mostly interested in the **results** of your research, your **discussion** of the results, and the way in which your work fits in with or **contributes** to simulation/gaming practice (and perhaps theory).
  - **Project papers** can tell about the **origins** of the project, **difficulties** you encountered, **successes** that you had, **results** that you obtained, lessons that you **learned**, plans for **future** development.
    - Projects can include designing a game, implementing a simulation/game curriculum, integrating simulations and games into an existing curriculum. Projects can also include simple **plans** or even a preliminary **idea** for a new project in the future, about which you would like audience feedback, such as a new research project or a publication.
- Outline **concepts**. New ideas, concepts, theories, synthesis, etc. This is usually a difficult sort of paper to do. It should include some practical things that illustrate the ideas discussed, and perhaps include some audience discussion.

## Short workshops (hands-on) sessions – 50m or 80m

These are important sessions in a conference on games, simulations, experiential and hands-on learning. Specify clearly the time that you need on your proposal.

Please note the following:

- These sessions must be **activity**-based and involve **participation** from the audience. The session must **not** be used simply to allow yourself a long paper.
- These sessions must contain a substantial portion of **hands-on, participation** in a simulation, game or experiential exercise, followed by **debriefing** and then **discussion** of the

simulation/game. Workshop presenters should also have all necessary game materials available. (If you wish to set up the game before your session, please notify us so that we may try to keep an empty room before your session if one is available.)

- The typical structure of your session should follow this format. (Suggested times are for 50m and 80m sessions).
  - **Introduction** – 5m or 10m. Short talk on rationale, aims, use of your game, simulation or exercise.
  - Hands-on **participation** (including setup) – 20m or 30m. Participants should be encouraged to participate fully (in similar way to your professional or class use of the exercise).
  - **Debriefing** – 15m or 25m. Do not neglect this aspect; it is an **essential** part of the simulation/game procedure. This is the debriefing of the game or simulation, as you might do it in class, for example. This is not to be confused with the discussion with your conference audience (below).
  - **Discussion** – 10m or 15m, Commentary or questions by the audience about aspects of the game, simulation, debriefing, adaptation, new ideas, difficulties in running or debriefing, previous results, etc.
- If you need more than 80m for a participatory session, please be in touch with the conference chair. It might be possible to provide a slot for special sessions of 110m.
- A 50m session will also allow a longer hands-on **demonstration** by some or all of the audience, preferably with short introduction and commentary by you. Show or demonstrate (parts of) a classic or new **game**, and ask the audience for feedback and ideas on how to adapt or improve it.

## Poster sessions

You may prefer to present your work in the form of a poster. This type of session is flexible, and you can put almost anything in your poster, but make sure that you follow these guidelines.

- **Content:** Anything related to games, simulations and experiential learning, and to the theme of the conference, such as a game (old or new, class, board, computer, internet, debriefing method, etc.), research, new ideas, work in progress; classroom activity; parts of a game.
- Make sure that the **title**, your **name**, affiliation, title and **email** address are mentioned clearly somewhere at the **top** of your poster.
- **Clarity and balance:** As a general rule, you should aim for clarity above all – clarity in the ideas and clarity in the presentation. Originality, creativity, rigour, soundness of ideas are also important.
- **Form:** pictorial; eye-catching; plenty of visuals; photos; large print; self-explanatory, etc.
- **Size:** Maximum 1m (wide) x 1.5m (high); Ideal 180cm x 2m.
- **Support:** To make it easy to transport your poster, we suggest that you design your poster in several smaller sections that can be rolled up. Photos can be carried flat and pasted onto the poster after you have assembled it at the conference. Do not use a computer for your presentation.
- **Place:** Poster stands will be placed in the most accessible area possible, probably in the exhibition area where the delegates assemble for refreshments. This will enable as many people as possible to see your poster.
- **Set up time:** It would be a good if you can arrive before the conference (the afternoon or evening before) in order to set up your poster. It will then be ready for when delegates arrive, and you will not have to miss sessions to set up your poster.

- **Presentation.** You will be given a **one-minute** slot early in a special section of the conference to introduce their poster in order to attract interest for your work.
- **Handouts:** You may place a handout or brochure or article under or next to the poster, so that people can take away more immediate information.

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## Language & equipment

- **Proposal.** Your proposal must be in **English**.
- **Session.** Your session must be conducted in **English**. You may have a language helper with you if you feel a lack of confidence in your English.
- **Take courage.** Please remember that the conference will welcome people from **abroad**, and therefore non-Thai speakers will attend. Please do **not be shy** about using English, even if you think that your English is “not good”. Your English is better than you think! Also, research shows that a conference audience does not pay attention to language and does not hear mistakes; they are interested in your ideas, not in your English mistakes. Even native speakers do not hear mistakes. You will always have somebody in your audience who will be pleased to help with language. ThaiSim conferences are relaxed and friendly, and people help each other. So if you have never presented at a conference in English, this is a great **opportunity** to try it out in a safe and friendly setting.
- **Equipment/resources.** Please note that most ThaiSim conference venues will only have minimum equipment, usually a video **projector** and some kind of board (such as white board or flip chart). The conference web site will indicate what other equipment/resources are available (such as PC, internet). In any case, it is advisable to bring your own laptop. If you bring your PPT file on a USB drive (pen drive, thumb drive, ...), then you should arrive early to check if it will work in the computer on which you will do your presentation.
- **Simulation/game materials.** Please bring all materials with you. The conference organizer cannot do these for you. If you plan for a hands-on, participation session with 20 people, and 30 people show up, then you can easily ask some people to be observers (and help with the debriefing) or to share roles.

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## Your proposal

### Format

- **MS Word:** Save your proposal in MS Word (version 2003, with **.doc** extension, **not .docx**).
- **Filename:** The filename for your proposal must follow this pattern exactly:  
**thaisim20NN\_type\_Name\_keyword1-keyword2.doc**
- For example, if you are proposing for the 2015 conference, you are Dr Jones and you wish to do a hands-on participation workshop on debriefing in science simulations, your filename will be:  
**thaisim2015\_workshop\_Jones\_debrief-science.doc**
- Please note the difference between **underscore** **\_** and **hyphen** **-**.

- The choice of words for **session type** includes: [paper](#), [workshop](#), [poster](#), [plenary](#), [other](#). Only use “other” if your session does not fall within any of the above.
- **Page:** A4 format, 2cm margins (top, bottom, sides).
- **Font:** Use **Times** (New) Roman and **12 pt** and **1.2** line spacing throughout.

## Submission

Submit your proposal to Dr. Songsri Soranastaporn, Mahidol University, General Secretary, ThaiSim, at this address [ts.proposals@gmail.com](mailto:ts.proposals@gmail.com). Send only to this email address; do not to any other address.

## Sample proposal

A sample proposal is provided below. Please follow this as closely as possible. (The sample as presented below does not contain information about the particular conference because this guide is used for several conferences. You must get the conference information from the web - [www.ThaiSim.org](http://www.ThaiSim.org) – follow the link to the conference web site.)

So, please make sure that you include **all items exactly** as indicated below. Comments in **bubbles** on the right are provided to help you do your proposal; you should **not include** these in your proposal! [Examples of entries are provided in blue](#). You will **replace** these with [your own text \(also in blue\)](#). **Delete the headings**, in black, e.g., “conference dates”, “theme”.

**We look forward to getting your proposal and to seeing you at an exciting conference.**

### Session content

**Conference dates:** [22-25 March, 2020](#)

**Theme:** [Processing experience in games and simulations](#)

**Proposal submission deadline:** [10 Jan, 2020](#)

**Fee:** [“We/I declare that we/I have already paid the conference fee.”](#)

**Session type:** [Workshop](#)

**Target audience:** [University & development](#)

[Mary Jones, University of Gaming, Thailand](#)  
[Anne Dupont, University of Simulation, France](#)

**Debriefing games:** [Some useful techniques](#)

Delete all headings in black.

Indicate these details from the current conference website.  
Delete all headings in black.

Indicate what type of session this will be: paper, workshop, poster, keynote, other.

Choose 1 or 2 only from: Primary, Secondary, Vocational, University, Professional, Research, Development, Other (indicate with one word, such as ‘Planning’, ‘Assessment’).

Indicate presenter names (normal font), *affiliations, countries (italic font)*.

The **title** of your paper should be chosen for accuracy, appropriateness, succinctness and flair. **Shorter** titles are best. **Sub-titles** should be used where appropriate. Use **lower-case** letters in the title, except for words that are always capitalised. Use only common, standard abbreviations, such as *UNESCO*.

Your **abstract** should be written in tight but clear language. It gives potential session participants a precise and easily-understood **overview** of your session, so that they can decide immediately on the **session's potential relevance** to their interests. It **summarizes** all the important points about your session and what exactly you **plan to do**. It also indicates the main conclusions. It is comprehensive, but not exhaustive.

Abstract, 100-150 words; maximum 200 words. Indicate N° of words at the end.

Here **clarity** and **succinctness** are more important than style and flow (prose). **Short and active sentences** achieve both these objectives. Remember that that abbreviated forms are banned – such as *it's* for *it is*. The abstract should normally be **100 to 150 words**, maximum **200**. Indicate number of words at the end.

Tables, graphs, images and reference must **not** be included in the abstract, but should be included in your conference paper (for which you will need another guide).

Abstracts must be free of typographical, grammatical and other **errors**. If errors are found, your proposal will be returned to you for correction. If no time is available, your proposal may be rejected.

Your abstract must contain sufficient information, so that if it is published, it will be understandable independently of your presentation.

**N° of words:** 196.

**Keywords:** control; human-computer interaction; interaction; participation patterns; participant perceptions; research perspectives; SIMSOC; simulation/gaming; ThaiSim 2010; United Nations.

[**Note:** For keywords, use **alpha** order; **semi-colon** separation; lower case, as above, unless otherwise required. Include as many keywords as reasonably necessary. If in doubt, add more rather than fewer, for example, a proposal with the keyword *pollution* might also warrant the keywords *environment*, *environmental protection*, etc. Keep the heading “Keywords”.]

## Equipment

**Equipment needed:** Video projector\_\_ ; Computer\_\_ ; Other\_\_

Special **room** requirements, such as layout.

**Other** things that you would like to tell us about your proposed session:

## Fee declaration

Include this declaration in your proposal.

***“We declare that all presenters indicated have already paid the conference fee. We understand that all authors, whether or not they attend the conference, must pay the conference fee. We understand that, if we do not pay the conference fee, our session at the conference will be cancelled.”***

Include this declaration in your proposal. It is important for you to understand this.

## Presenter contact details

### Presenter1

Full name in English \_\_ (for both Thais and non-Thais)

Preferred **title** (one only): Prof, Dr, Assoc Prof, Ajarn, Gamer, Mr, Ms, Director, Other \_\_\_\_\_

**Affiliation** \_\_

**Email** \_\_

Mobile **phone** (include country code) \_\_

Other phone (include country code) \_\_

Fax \_\_

Postal address \_\_

### Presenter2

Full name in English \_\_ (for both Thais and non-Thais)

Preferred title (use just one): Prof, Dr, Assoc Prof, Ajarn, Mr, Ms, Director, Other \_\_\_\_\_

Affiliation \_\_

Email \_\_

Mobile phone (include country code) \_\_

Other phone (include country code) \_\_

Fax \_\_

Postal address \_\_

### Presenter3

Full name in ...

Etc.

Submit your proposal to Dr. Songsri Soranastaporn, Mahidol University, General Secretary, ThaiSim, at this address [ts.proposals |@| gmail |.| com](mailto:ts.proposals@gmail.com). Do **not** send to any other email address.

## Please help

At the end of your proposal, please **answer** the following questions, even if it is 'no'.

**Please do not leave the questions blank.**

1. Please provide comments and **suggestions** about ThaiSim, the conference, these guidelines, etc:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Would you be willing to **help** to do a little voluntary work for ThaiSim? \_\_\_\_\_

What sort of things can you do or would you like to do? For example, use IT, make the conference programme book, manage the membership, help to organize the conference, manage a forum, help with the web site, help to spread the word, be an active member of the executive committee, be a member of the conference proposal selection committee, etc. Please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_