FORM FILLING AND PREPARATION GUIDE FOR CREATIVITY & INNOVATION EXPO UNIVERSITY OF MALAYA 2010

1. CRITERIA FOR PARTICIPATION
UMCIC encourages and gives priority to research projects that have been registered or have applied for Intellectual Property (IP) protection, or have been published in accredited academic journals, or have gained recognition from established institutions or have prototype for participation in the Creativity & Innovation Expo University of Malaya 2010.

2. PARTICIPATION APPLICATION FORM FILLING
2.1 Application for participation in the Creativity & Innovation Expo University of Malaya 2010 will commence on Monday 25/01/2010 at 7.00am.
2.2 Application to be made online on our website umexpo.um.edu.my by using the same username and password similar to the email of the University of Malaya.
2.3 Application should be done by the head of the research project.

PART A: Project Information
Step 1: Choose RESEARCH GALLERY or READY TO MARKET
Step 2:
- Include Project Topic
- Project Number (Include *project number*. Ignore this if research project has no project number)
- Patent Number (Include *patent number*. Ignore this if research project has no project number)
- Project Field - please select related category
- Full Description – The panel of judges will base their judgement on the detailed information of the research project
- Short Description – A brief description of not more than 800 words will be included in the directory
- Click on the button “confirm and continue”

PART B: Researcher
- Provide the name of the Principle Investigator and also those of other researchers involved in the project
- Click on the button "confirm and continue"

PART C: Item
STEP 1: Include materials which will be displayed in the exhibition.
STEP 2: Provide a name list of staff involved in the exhibition. Click on the button “confirm and continue”.

PART D: Contact Information
Please check and make additions or corrections wherever necessary. Contact Information is with regards to the Principle Investigator.

PART E: File Upload
Please upload file (graphs, pictures of research project) if necessary.

PART F: Verify
Please check and click upon confirmation.

Please check all applications in Check Application > List of Project Register.

2.5 After filling the form online, the applicant may check and make corrections in that form until the application date is closed.

2.6 Application for Participation in the Creativity and Innovation Expo UM 2010 closes on Friday 12/02/10 at 11.59 pm.

2.7 No corrections or additions may be made after the closing date.

3. PARTICIPATION APPROVAL
3.1 Approval by Faculty:
- Approval will be made by the Dean or Deputy Dean of the Faculty beginning Monday 08/02/10 - 12/02/10.
- Confirmation is online on our website umrcis.um.edu.my, using the official username for the Dean or Deputy Dean and password similar to the email of the University of Malaya.

3.2 Approval by UMCIC:
- UMCIC will make a revision of the approved application by the faculty and give the final approval if the said application is accepted.
- The verification process by UMCIC will be made within 4 days starting 16/02/10 - 19/02/10.

3.3 Whether the application is accepted or otherwise is not entirely dependent on the approval by the faculty and UMCIC.

4. STATUS CHECK OF PARTICIPATION
4.1 Applicants may check their respective participation status on our website umexpo.um.edu.my from 22/02/10 - 05/03/10.

5. PRINTING OF POSTER
5.1 Successful applicants are requested to send a soft copy of the poster to be printed to UMCIC within 2 weeks commencing 22/02/10 - 05/03/10.
5.2 A Template for the poster is available on the front page of our website umexpo.um.edu.my.

5.3 The poster size should be 28 inches x 36 inches (Portrait).

5.4 This Template is just a guideline for making the poster. Participants are free to come up with their own posters but must follow the stipulated size.

5.5 Payment for printing the poster can be made through research grants, department or faculty funds, or can be self financed by the participant.

5.6 UMCIC charges RM75.00 for each poster print with an additional RM5.00 for lamination.

5.7 The Request Form for the printing poster service is available on our website umexpo.um.edu.my.

5.8 Participants who require advice on the design of their posters may contact Mr. Faizal, Graphic Designer UMCIC at 03-2617 3190.

5.9 Participants whose posters are confirmed, without any further changes, and require our printing service may contact Encik Abu Samah at 03-2617 3195. Please bring along the Printing Service Form which has been validated by the Head of Department.

5.10 Participants may also have their posters printed on their own if they decline the service offered by UMCIC. However, UMCIC will not bear the printing costs.

6. REGISTRATION & SET-UP OF EXHIBITION BOOTH

6.1 Registration and setting up of the booths by participants must be completed on Monday 31/03/10, commencing 10.00am to 4.00pm.

6.2 Every participant will be supplied 1 examination table, 1 seat, 1 electric line, internet (wireless only) and a poster board for posters.

7. EXHIBITION

7.1 The Exhibition will start at 9.00am and end at 5.00pm daily from 1 - 3/04/10.

7.2 Judgement for the researchers’ competition, invention and innovation will be held on the first day (01/04/10) from 9.00am to 5.00pm. There will be a 1-hour rest from 1.00pm to 2.00pm for participants to have lunch and perform their Zohor prayers.

7.3 Judgement will emphasise on the following:
   - Novelty and creativity
   - Usefulness and application
   - Presentation and demonstration
   - Commercial potential

7.4 Contest results will be announced on Saturday 3/04/10.

7.5 Prizes for the winners will be presented at the Presentation Ceremony on Saturday 03/04/10.
7.6 Prizes offered for exhibitors are as follows:
- 1st Prize: RM1,500.00 and Medal
- 2nd Prize: RM750.00 and Medal
- 3rd Prize: RM500.00 and Medal

8. DISMANTILING OF EXHIBITION BOOTH
8.1 Participants are requested to remove their exhibits from 5.00pm to 7.00pm on Saturday 03/04/10.
8.2 Participants who are unable to remove their exhibits/materials as stipulated above may do so on Sunday 04/04/10, between 9.00am to 12.00 noon.