UNIV NIGERIA 2024

CONFERENCE GUIDELINES

TABLE OF CONTENT

1 Introduction

Conference Theme & Dates 2

4 Participant Registration

Conference Preparations & Participation 6

8 Speaker Registration

Conference Day Details 12

14 Contact

INTRODUCTION

The UNIV Nigeria Conference is a conference for tertiary institutions. It promotes critical thinking and practical dialogue on the major issues confronting society, particularly young people. It focuses on ensuring that all the participants actively get practical knowledge to make lofty ideals a reality in all aspects of their lives, thereby definitively improving themselves and their environment.

Please keep in mind the main purpose of the UNIV Nigeria conference when implementing the guidelines outlined in this document. It, like its parent entity UNIV Forum, seeks to broaden horizons, exchange ideas, and engage in constructive reflection on the most pressing issues for today's youth and society. This is accomplished by providing an experience in which their ideas can be realized and grown, starting from the preparations to the conference itself.

With this in mind, please feel free to read through these guidelines for UNIV Nigeria 2024.

Joshua Nwachukwu, Esq.
Team Lead,
Organization Committee

CONFERENCE THEME & DATES

THEME

The UNIV 2024 theme is 'The Human Factor: Sustaining Human Dignity in the Face of Technological Innovation', focusing on the question, What makes us human?, especially in light of the recent advances in artificial intelligence. Please consult **https://univforum.org/en/univforum/ediciones/univforum-2024/** for more information on UNIV 2024.

BIBLIOGRAPHY

Visit **https://univforum.org/en/univforum/recursos/** to view the bibliography. One could also visit **https://bit.ly/univbiblio** to access a folder with some materials from the bibliography for UNIV 2024.

DATES

- UNIV Nigeria Western Conference 2024 – **Sat, 27th April 2024**
- UNIV Nigeria Eastern Conference 2024 – **Sat, 4th May 2024**
- UNIV Nigeria West 2024 – **Fri, 26th to Mon, 29th April 2024**
- UNIV Nigeria East 2024 – **Tue, 30th April to Sun, 4th May 2024**

TOPICS

The bibliography list and topics for the paper presentations can be accessed from **https://univforum.org/en/univforum/recursos/**.

The topics are classified into the following categories:

1. Artificial Intelligence and Creativity Relationship
2. Artificial Intelligence Impact
3. Ethical Considerations
4. Human Identity & Philosophy
5. Creativity Exploration
6. Learning & Improvement
7. AI in various contexts

OTHER DETAILS

The student speakers have the liberty to adjust the topics listed in either of the sources to suit their academic or social environment.

Besides the paper presentations, there is also an opportunity for anybody to present any social project that has had an impact on lives. Any UNIV Nigeria representative can be contacted for more details.

CONFERENCE THEME & DATES

PARTICIPANT REGISTRATION

	UNIV Nigeria Western Conference 2024	UNIV Nigeria Eastern Conference 2024
Early Registration period	Till 22nd April 2024 (11:59 p.m. WAT)	Till 29th April 2024 (11:59 p.m. WAT)
Available Conference benefits	**Customized nametag Conference materials Attendance & Networking Lunch**	
Late Registration period	23rd April 2024 (12:00 a.m. WAT) – 24th April 2024 (11:59 p.m. WAT)	30th April 2024 (12:00 a.m. WAT) – 1st May 2024 (11:59 p.m. WAT)
Available Conference benefits	**Customized nametag Conference materials Attendance & Networking**	
On-site Registration	27th April 2024	4th May 2024
Available Conference benefits	**Generic nametag Attendance & Networking**	
Registration fee	Student: **₦3500** Professional: **₦5000**	

PARTICIPANT REGISTRATION

The registration procedure is as follows:

Register online for attendance of UNIV Nigeria Western Conference 2024 and/or UNIV Nigeria Eastern Conference 2024 at **https://bit.ly/univnigeria-form**.

As stated in the schedule above, pre-conference registration for the Western Conference closes on **24th April 2024 (11:59 p.m. WAT)**, while that for the Eastern Conference closes on **1st May 2024 (11:59 p.m. WAT)**.

To complete the registration, **complete payment** for the attendees from each Centre should be made by the Centre's contact person to Wetland Cultural & Education Foundation (Access Bank) Account No: **0809077957** with transfers indicated as "**(Centre's Name) Payment for UNIV Nigeria 2024**".

Please note that the registration is complete only when full payment has been made. Both online registration and payment has to be done before the deadlines given above. Any online registration without the accompanying payment will be invalid.

CONFERENCE PREPARATIONS & PARTICIPATION

This year will feature 2 major participation avenues for attendees:

1. Paper Submission and Presentation:
Participants are invited to submit scholarly papers aligned with the thematic focus of the UNIV. Submitted papers will undergo a rigorous selection process, with accepted papers affording participants the opportunity to present their research at the conference.

2. Case Study Analysis:
Participants will engage in dynamic group discussions centered around a case study pertinent to this year's conference theme. Each group will dissect the case, offering insightful analyses and recommendations reflective of their collective expertise and perspectives.

Every participant will be shared out into the case study groups after registration for the conference. The members will be randomly assigned.

The members of each group will have the opportunity to study and discuss the case provided ahead of the conference day.

They will then plan and decide on the person(s) to present the findings for them during the conference. They would also have the opportunity to meet as a group on the day of the conference to finalize the details for their assigned case study.

CONFERENCE PREPARATIONS & PARTICIPATION

It is STRONGLY ADVISED that each University Centre should organize in-house events before the time of the conference. This will generate awareness, aid in choosing student speakers and help them hone their skills.

To ensure the quality of the papers and presentations, please use the paper preparation and presentation tips at **https://univforum.org/en/univforum/actividades/comunicaciones/consejos-practicos-para-preparar-una-comunicacion/** and the bibliography at **https://bit.ly/univbiblio**. The speaker is to make certain that he actually studies the materials in the bibliography. This is to be highlighted in the content and quality of his papers and presentations.

These tips provided for TED talks (**Non-illustrated** and **Illustrated**), when adapted, may prove very helpful for the speakers.

- Every potential student speaker would need a paper on his chosen topic in both '.pdf' and '.docx' (alternatively '.doc' or '.rtf') format, the powerpoint presentation and a 2-minute video summary of his presentation.

- The paper needs to be between 1,200 and 2,000 words in length. The presentation will be presented orally at the conference in 10 – 12 minutes, with a question session of 8 – 10 minutes.

- Each student speaker would have an affiliated Centre serving as his guarantor and a specific representative in that Centre overseeing his work.

- The purpose is to make sure that the research work and presentation is up to standard. However, it must be the work of the student. This is an excellent opportunity for the person to learn virtues involved in working well.

SPEAKER REGISTRATION

I.The selection process for the speakers consists of 3 stages

Stage 1

- Access the links provided in the first section to acclimatize oneself with the theme and topics.
- Choose a paper topic from the ones provided or a related one of your choice
- Create a one-page informative abstract of the paper (The tip at this link: **https://drive.google.com/file/d/13MaaFGxkkys8z2uGG0Jaz_T9BbBdq_DN/view?usp=sharing** will help)
- Create a Google Drive or Dropbox folder and obtain the link for the folder.
- If a Google Drive is used, kindly make sure that Anybody with the link can view the folder and its contents.
- Upload the abstract to the folder
- Submit via the link for the specific conference.
- The registration form is to be filled with these details – amongst others –

  Topic selected and its sub-category.

  The centre serving as his guarantor and the person there overseeing his work

  The link to the folder.

Stage 2

- The abstracts will be reviewed and scored using the metrics stated in this document.
- The potential speakers with approved abstracts will be contacted.
- The successful applicants will be further instructed on how to complete the paper within the required time.

SPEAKER REGISTRATION

Stage 3

- The completed paper, PowerPoint presentation and 2-minute video summary will be sent for review before the stated deadline.
- This will be done by updating the folder used in Stage 1 for the abstract.
- The entry will be reviewed.
- Applicants with approved entries that make the cut will be contacted.
- The successful applicants will be instructed on the details of the paper presentation to be made.

The registration details are as follows:

	UNIV Nigeria Western Conference 2024	UNIV Nigeria Eastern Conference 2024
Stage 1 registration deadline	13th March 2024 (11:59 p.m. WAT)	20th March 2024 (11:59 p.m. WAT)
Stage 2 registration deadline	13th April 2024 (11:59 p.m. WAT)	20th April 2024 (11:59 p.m. WAT)
Registration link (For both stages)	**https://bit.ly/univnig-west**	**https://bit.ly/univnig-east**

SPEAKER REGISTRATION

There are **3 paper presentation slots** available. The paper presentation slots available will be filled based on quality of work submitted, regardless of the speakers' institutions or locations.

The same speaker(s) can be registered for both conferences but can only speak at one conference. If one is selected and accepts an invitation to one conference, the other is automatically forfeited.

To register, the student needs to upload the materials listed in the previous section to Google Drive or Dropbox in a zipped folder and the link to the folder obtained.

The registration form has to be filled with these details – amongst others –

- Topic selected and its sub-category.
- The centre serving as his guarantor and the person there overseeing his work
- The link to the uploaded materials.

If the materials are shared via Google Drive, kindly make sure that Anybody with the link can view the folder and its contents.

The entries will be judged based on the criteria below:

Content –

- Clarity and ease of understanding of the message.
- Relevance and Value to the issue indicated in the topic.
- Completeness of points relevant to the topic.
- Ample use of works in bibliography and other relevant works.
- Strength of argument (Adequate reasons supporting claims).
- Coherence and practicality of conclusions reached, and solution proposed.
- Positive tone.

SPEAKER REGISTRATION

Formal Aspects –

- Presentation and Paper quality.
- Correctness of grammar and mechanics.
- Expert use of understandable vocabulary.
- Proper order and structure (Logical flow, order in paragraphing and arrangement of points, etc.)

Presentation –

- Sparse use of text in the slides.
- Aesthetically pleasing arrangement of content.
- Ease of following slides.
- Avoidance of needless use of clip art.
- Delivery skill of presentation.

Kindly refer to the preparation tips for resources.

After the vetting, each speaker will be contacted with corrections – if any – on his submitted entry materials.

The **successful** speakers will receive the invitation for the respective conference. Each speaker has 48 hours to send back his paper and presentation with the indicated corrections and accept the invitation or else **he forfeits it**.

If an invited speaker forfeits his invitation, the speaker next in line will get the invitation instead to fill the 8 slots for the conference. The criteria in viii. above applies to the invitation.

CONFERENCE DAY DETAILS

The dates for each conference are stated in the first section of this document. The time for each conference is 10:00 am WAT. PLEASE ENDEAVOUR TO BE THERE AHEAD OF TIME. It is ungentlemanly to be late.

Please collect the conference materials from the check-in point at the event.

The dress code for the conference is Business Professional or Business Casual. This means one of the following:

- A suit worn over collared button-up shirts with a tie.
- A suit worn over collared button-up shirts without a tie.
- Pullovers or sweaters (or the equivalent) worn over collared button-up shirts with a tie.
- ELEGANT traditional fabrics worn with a matching cap.
- Shirts must cover the torso at all times.
- Transparent shirts that reveal the body should not be worn.
- Design on clothing must not have foul language and/or graphics
- No jeans or shorts.
- Shoes can be oxfords, loafers, or another comfortable yet dressy choice.
- No trainers, snickers or flip-flops.
- Anyone who is not dressed appropriately will not be admitted.

CONFERENCE DAY DETAILS

It is advisable to take notes during the conference so as to facilitate retention of points from the conference.

The structure of UNIV Nigeria 2024 Conference will include the keynote speech(es) and breakout sessions for the paper presentations. Each attendee is free to attend the paper presentation sessions that interest him.

You are encouraged to network with other invited attendees in between presentations and during the breaks. As much as possible, please do not loiter during the conference.

Every speaker will receive a certificate testifying to their participation and specific contribution to the conference. The best presenter will receive recognition.

After the conference, it will highly be appreciated if everyone could fill the feedback form at **http://bit.ly/univ-nigeria-feedback**.

All the presentations at the conference will be published on the web in UNIV Nigeria Presentations, a PDF book. It will have a permanent link, for convenient reference in your cv.

CONTACT

univnigeria@gmail.com

ANTHONY

+234 810 479 0891

FELIX

+234 814 007 5034

IGHO

+234 706 658 1430

JOSHUA

+234 813 884 0826

VALENTINE

+234 908 489 4266

UNIV NIGERIA

SOCIETY ••• LEADERSHIP ••• REFINEMENT ••• FORMATION

univnigeria.org univnigeria@gmail.com @UNIV Nigeria @UNIV Nigeria @UNIV Nigeria