



**REPUBLIC OF TURKEY  
YAŞAR UNIVERSITY  
PROCEDURES AND PRINCIPLES FOR ORGANIZING SCIENTIFIC EVENTS**

**Aim**

**ARTICLE 1-** (1) The aim of this directive is to determine the procedures and principles governing the organization of scientific events.

**Scope**

**ARTICLE 2-** (1) These principles and procedures are intended for the scientific events organized by Yaşar University.

**Practice**

**ARTICLE 3-** (1) The unit's budget is to be checked to determine whether there are enough financial recourses to organize the planned scientific event.

(2) The related unit makes the decision for organizing a scientific event.

(3) The related unit assembles an **EVENT ORGANIZATION COMMITTEE** consisting of a chairperson and at least two members.

(4) The related unit assembles a **SCIENTIFIC ADVISORY BOARD** consisting of at least three faculty members.

(5) Either the related Dean's Office or the related Directorate fill out the **Event Budget Form**, and they send the form to the Rector's Office with a cover letter. (You may obtain the form from the website of the Department of Financial Affairs, <https://www.yasar.edu.tr/idari-mali-isler-daire-baskanligi> )

(6) Either the related Dean's Office or the related Directorate fill out an **Event and Graphics Request Form**, and sends it to the Public Relations Department (You may obtain the form from the website of Department of Public Relations (<https://halklailiskiler.yasar.edu.tr/formlar/>)).

(7) Following the approval of the Rector's Office, the Secretariat of either the related Dean's Office or the related Directorate files a Purchase Request (SAP).

(8) For the employees who participate in the Scientific Events, the **Assignment Form** must be filled out and submitted to the related Dean's Office or the related Directorate. (You may obtain the international assignment form from the website of the HR Department (<https://ik.yasar.edu.tr/formlar/>) and the **Faculty Domestic Assignment** form the EBYS Personnel Menu).

(9) When necessary, the academic unit organizing the scientific event must fill out a **Vehicle Request Form** for the transportation needs of the external participators. The form is available on the EBYS Personnel Menu.

(10) The chairperson of the event organizing committee prepares the announcement text of the scientific event, and he/she takes the necessary steps for the proper announcement of the event.

- (11) If the subject and the speakers are predetermined, an invitation letter is to be sent to each speaker. (See Example 1).
- (12) The scientific advisory board assesses the presentation/speech summaries received from the participators (See Example 2).
- (13) The organization committee prepares a booklet of summaries. The summaries are published either in printed or in electronic form before the date of the event.

**ARTICLE 4-** (1) If there are fees to be paid to participators for their participation, the related unit complies with the above-cited procedures and principles as long as the presentations/speeches/seminars etc. are consistent with the main subject of the scientific event. Moreover, the related unit plans the financial and administrative aspects specific to the scientific event. The plans are submitted to the approval of the Rector's Office at least for months before the date of the event.

**Effective Date**

**ARTICLE 5-** (1) These procedures and principles will be effective from the date they are approved by the Yaşar University Rector.

**Execution**

**ARTICLE 6-** (1) The Rector executes these procedures and principles.

\*In cases of any discrepancy, Turkish version of this document shall apply.

Adopted on May 21, 2018

### **Example 1 Invitation Letter,**

Dear.....,

It is our distinct pleasure to invite you to the “.....,” themed scientific event which will take place on .../.../ 201... . We kindly request you to present a paper on “.....” Please submit your paper to Yaşar University School of ..... Dean’s Office/Directorate by .../.../ 201... for a Scientific Advisory Board peer review and for publication in the summaries booklet.

Please find the program attached.

Organization Committee Chairperson

### **Example 2 Peer review assignment letter**

Dear ...,

I am pleased to invite you to become a member of the Scientific Advisory Board for the papers submitted to the “.....” themed scientific event which will take place on .... .../.../ 201... . Please be so kind to peer review the paper summaries attached to this letter and to send your opinions to Yaşar University School of ..... Dean’s Office/Directorate by .../.../ 201... .

Please find the program attached.

Organization Committee Chairperson

ÖRNEKTİR

### Example 3 Paper Evaluation Form



T.C.  
YAŞAR UNIVERSITY  
PAPER REVIEW FORM

#### PAPER INFORMATION

Date of Submission:

Title of the Paper:

#### REVIEW CRITERIA

Please rate the summary according to the criteria below.

(1=No 3=Partly 5=Yes)

	1	2	3	4	5
How consistent is the subject of the paper with the theme of the event?					
Is the purpose of the paper clearly stated?					
Is it up-to-date and original in its field?					
Does the paper contribute to the related scientific field?					
How consistent are the title and the summary of the paper with its contents?					
How scientific is the paper's language?					

#### RESULT OF THE REVIEW

- Suitable for presentation in the scientific event  
 Unsuitable for presentation in the scientific event

If, in your opinion, the paper is unsuitable for presentation in this scientific event, please specify the reasons that shaped your decision.

The Reason:

Name / Surname

Date

Signature