University of Professional Studies, Accra

CALL FOR PAPERS

5TH INTERNATIONAL CONFERENCE ON BUSINESS MANAGEMENT AND ENTREPRENEURIAL DEVELOPMENT (ICBMED 2019)

Conference Date: 17th - 18th of April, 2019

Venue: School of Graduate Studies, University of Professional Studies, Accra.

Conference Theme: **Growing Businesses through secure and sustainable financing**

The Specific Thematic Areas include:

- Banking Crises and Business Growth

- Regulation and Intermediation of Financial institutions

- SME and Entrepreneurship Development

- Information Systems, Knowledge Management and E-Business

- Marketing, Consumer Behaviour, Ethics and Social Responsibility

- Human Resources Management and Industrial Relations

- Public Administration, Governance and Leadership

- Law, Media and Communications

- Tourism, Environment and Socio-Cultural Practices

- Accounting, Banking, and Finance Practices and Business Growth

Submission Guidelines

The deadline for the submission of abstracts is **11th March 2019**. Please submit your abstract via conference-ICBMED@upsamail.edu.gh

All submissions will be peer-reviewed by the Scientific Committee and decision communicated to authors by **20th March 2019**.

Abstract Submission Deadline: 11th March 2019

- The Scientific Committee reserves the right to change submissions for oral presentations to rapid presentations or posters, rather than refusing abstracts, depending on the number, theme, and quality of submissions.

- All accepted and presented abstracts will be published in a book of abstract and on the organizer's website. It is assumed that authors give consent and authorise the Scientific Committee to publish their abstract.

- All abstracts will be subjected to peer-review, coordinated by the Scientific Committee. Original work that has not been published or accepted for presentation elsewhere is preferred. The criteria for review are; practical and theoretical impact, empirical and theoretical basis and clarity of ideas and structure.

- Abstracts should be in English. If English is not the author's first language, we strongly recommend that the abstract is proofread, and language edited before submission.

- Abstracts must be based on studies that adhered to ethical guidelines.

GUIDELINES AND OUTLINE FOR THE EXTENDED ABSTRACT

Extended abstracts should be written according to the below structure including the following headings: **Abstract, Introduction(Purpose/Aim & Background), Methodology, Findings/Results, Conclusion.** There is flexibility as to the naming of the sections. Sub-headings can be used when necessary.

Extended abstracts can contain figures, tables and/or images. Page format should be A4 page size with margins 2.5 cm wide from the right, left, top and bottom. **Extended abstracts should not exceed 3 pages including tables, figures and references**.

Structure of the extended abstract (should not exceed *3* pages including *tables, figures and* references)

TITLE OF THE PAPER

Author's Name and Surname[1], Author's Name and Surname[2]

[1]Affiliation,

[2]Affiliation,

E-mail of corresponding author

Abstract (Not exceeding 250 words)

Introduction (Purpose/aim & background)

This section should (1) present the scope and objective of the paper and state the problem, (2) briefly review the relevant literature, (3) provide a summary of the main results of the work.

Methodology
The methodology must be clearly stated and described in sufficient detail or with sufficient references.

Fındıngs/results
The findings (or results) of the work should be explicitly described and illustrated. Supporting figures, tables and images of the results (no more than one figure and one table) may be included in the extended abstract. If the study has resulted in significant results then the author(s) should provide a brief overview of expected results along the lines of the hypothesis set.

Conclusıons
Conclusions should include (1) the principles and generalisations inferred from the results, (2) any exceptions to, or problems with these principles and generalisations, (3) conclusions drawn and recommendations.

References
References should be listed in alphabetical order and presented in a format according to APA6th Style.

The following presentation types will be accommodated at the conference:

1. Full Paper Presentation

Individual paper presentations last 15 minutes which should include at least 3 minutes for questions (i.e., the presentation itself should last no longer than 12 minutes). Abstracts not accepted for oral presentations will automatically be considered for poster presentations (there is no need to submit the same abstract twice). The presenter's background information should be presented in a brief résumé with relevant information, and not exceeding 150 words.

2. Symposia/Round Table Discussion

A Round Table Discussion provides an opportunity to take forward an issue of relevance to SME development and management by addressing the topic/issue from different perspectives. A Round Table Discussion should involve a chairperson/moderator and a panel of 3 to 6 individuals. The chairperson/moderator will play a very active role, asking questions to the panel members and ensuring that all panel members, as well as the audience, have the opportunity to speak. Round Table Discussions should generate spontaneous interaction among

panel members and between panel members and the audience. Diversity among panel members is important for the success of the session. In addition, all panel members must recognise the need for preparation, which will allow them to provide a concise and coherent summaries of their respective perspectives on the topic/issue. An abstract for a Round Table Discussion should describe the purpose of the discussion, questions that will be addressed by the panel, the underlying issues or themes to be discussed, the context of focus of each panel member's research or approach, and the structure or format of the session. Information about the background of the chairperson and panel members must be submitted with the abstract. The chairperson's background information should be presented in a brief résumé with relevant information, and not exceeding 150 words.

3. In-conference Workshop

In-conference workshops are small-group interactive and experiential sessions that focus on either a specific business intervention or assessment or a specific business research practice or tool. It provides the opportunity for individuals to share research and practice or professional practice strategies through demonstrations and hands-on experiences for participants. Workshop proposals should include (a) a title with a maximum of 15 words, (b) an abstract of maximum 250 words, (c) a brief summary of the presenter's education and work (d) the intended audience or participants (e.g. practitioners, students, educators, business coaches, human resources specialists, organizational leaders, etc.); (e) an outline of the material to be covered, with experiential activities clearly designated; (f) a minimum of 3 learning objectives for the session; Workshop proposals in the categories of applied research or practice (i.e., that do not report original research or present research methods or tools) should also include an additional 250-word explanation of how the workshop is based on specific empirical research in the field. Conflict of interest: Facilitator(s) are required to disclose any potential conflict of interest they may have in relation to the content of the proposed workshop (this disclosure is not included in the word limit).

4. Rapid Presentation

Rapid paper presentations last 8 minutes which should include at least 2 minutes for questions (i.e., the presentation itself should last no longer than 6 minutes). ***The focus of this section is to share the aim, method, and findings/implications in a succinct manner.*** Abstracts not accepted for rapid presentations will automatically be considered for poster presentations (there

is no need to submit the same abstract twice). The presenter's background information should be presented in a brief résumé with relevant information, and not exceeding 150 words.

5. Poster

Posters will be scheduled into one of several poster sessions. Accepted Poster presenters will be required to prepare and present an 841mm (w) x 1189mm (h) poster for public display and to attend their assigned poster session to represent their work. Please use letters large enough to be read from a distance of 1.5 meters. The presenter's background information should be presented in a brief résumé with relevant information, and not exceeding 150 words.