



# International Conference on Social Research & Innovation

10 - 11 September 2025



## INSTRUCTION MANUAL

International Conference on Social Research and Innovation 2025  
hosted and organised by  
Institute for Research and Innovation



### Key Dates

30 Apr  
2025

Abstract submission  
deadline

30 Jun  
2025

Abstract acceptance  
deadline

15 Jul  
2025

Early bird registration  
deadline

03 Aug  
2025

Full paper submission  
deadline

15 Aug  
2025

Conference registration &  
payment deadline

### Before You Submit

- You should read this document before proceeding.
- All submissions must be made via the online portal <https://icsri.villacollege.edu.mv/>
- Please ensure ALL authors/presenters are aware of, and agree with, the abstract details as well as the submission terms and conditions



# Abstract Information

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## PRESENTATION TYPES

### 1. Individual paper

- Each paper will be allocated **15 mins**, which includes time for the paper presentation.
- Papers will be grouped into sessions according to common themes or ideas aligning with conference tracks.
- Individual papers will be accepted for the following categories.
  - **Research Papers:** Research including primary and/or secondary data collection and analysis, presenting clear findings and conclusions.
  - **Review Papers:** Comprehensive reviews existing literature (systematic, bibliometric, scoping, etc.), analyzing trends, gaps, and future directions in the field.
  - **Case Studies:** Detailed examinations of specific cases, illustrating practical applications or unique insights relevant to the field.

### 2. Poster

- Poster presentations offer a visual summary of research findings.
- They allow for direct interaction with conference attendees, who can ask questions and discuss the research with the poster author in a more informal setting.
- This format is especially useful for early-stage researchers or for presenting preliminary results.

NOTE: Abstracts without any findings or conclusions will not be accepted. Abstracts should clearly outline the research objectives, methods, findings, and conclusions.

# Important Information

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Be kindly reminded of the following guidelines to ensure smooth submission process.

- **Language:** All abstracts must be written in English or Dhivehi
- **Originality and Copyright:** The author(s) are responsible for the accuracy and originality of the abstract, ensuring it does not infringe on any copyright.
- **Submission:** All submissions must be made via the online portal. Please ensure ALL authors/presenters are aware of, and agree with, the abstract details as well as the submission terms and conditions.
- **Number of Submissions:** Delegates can be a 'presenting author' on a maximum of two presentations (2 individual abstracts). It is possible to be listed as part of an author team on more than two presentations. However, the Organising Committee can only guarantee no program clashes for up to two presentation slots for any individual as presenting author/s.
- **Conference Registration:** If the submission is accepted, at least one author will register and pay to present the abstract at the Conference. Abstracts may be removed from proceedings if the presenter has not completed the payment for registration by the specified deadline.
- **Financial Considerations:** No funding is provided for presenters for travel, accommodation, or other related expenses.
- **Publication and Media Consent:** Permission is granted for the abstract to be published in the ICSRI 2025 abstract booklet if it is accepted for presentation. Additionally, ICSRI organisers have permission to film or photograph your presentation.
- **Notification of Changes:** It is understood that unforeseen circumstances can occur. Should you be unable to present or need to nominate a different presenting author, please inform ICSRI organisers promptly by emailing [icsri@villacollege.edu.mv](mailto:icsri@villacollege.edu.mv).



## Abstract Guideline

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An abstract provides a concise summary of a research study, enabling readers to quickly grasp the core aspects of the work. This guide outlines the essential elements to include when preparing an effective abstract.

- **Introduction:** a brief description of the background of the study and formulation of the problem.
- **Purpose:** please state the purpose of the study, objectives.
- **Methodology/Approach:** mention the method of the research, sampling and data collection.
- **Findings:** the result of the study and interpretation of the result. Please indicate the main results and conclusions.
- **Implication/ Contributions:** state the significance of the study, the novelty.

Abstract should effectively convey the essence of your study, capturing the interest of readers while adhering to following formatting requirements.

- It must be written in English or Dhivehi, single spaced.
- It should adhere to the specified word limit of 250–300 words.
- All abstracts must be free of subheadings, indentation, or references, and should employ 11-point Times New Roman font in single spacing.
- Keywords: Not more than 6 words.

## Abstract Review Process

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All abstracts for Individual papers and/or posters are subject to a peer-review process by the technical committee, facilitated by ICSRI 2025 reviewers. The review process is intended to:

- Ensure rigour and quality of research within the conference presentations.
- Support alignment with specific SDGs and the conference tracks.
- Determine the most appropriate format of presentation for the paper (e.g., individual paper or poster).

Abstracts will be reviewed using the following criteria:

- Relevance to ICSRI 2025 conference theme.
- Contribution to specific research field/s and scholarly contextualization.
- Clarity of writing and appropriate language use
- Relevance to identified SDGs and conference track.

The reviewer will make one of the following decisions:

- Accept as it is
- Accept, with editing required for clarity
- Revision Required, submit with revisions suggested by reviewers
- Rejected on basis of not satisfactorily meeting the stated review criteria. Relevance to identified SDG/s and conference track.

Where there is a discrepancy between the reviewers, the Technical Committee Chair will adjudicate for a final decision.

\*\* All abstracts should be written in MS Word format (DOC or DOCX) templates provided (available for download [HERE](#)). Save your abstract using this format: "ICSR2025\_yourLastName.doc".



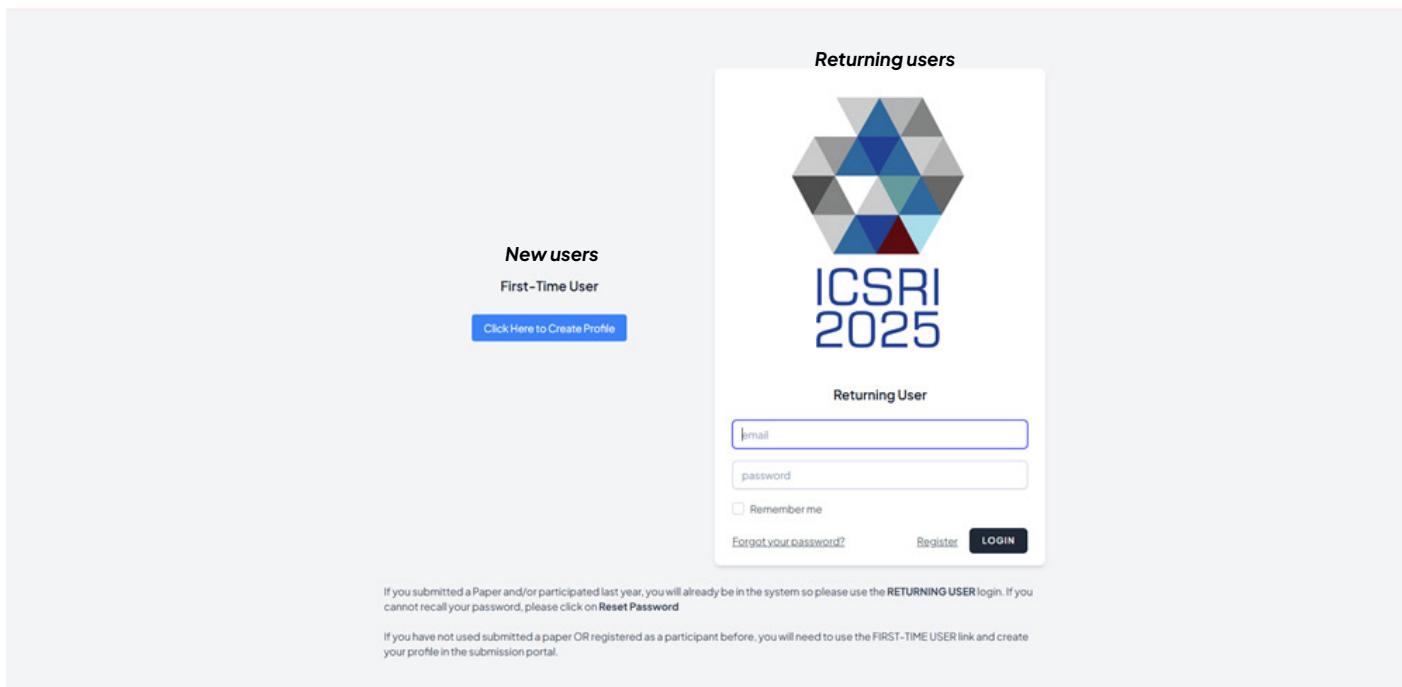
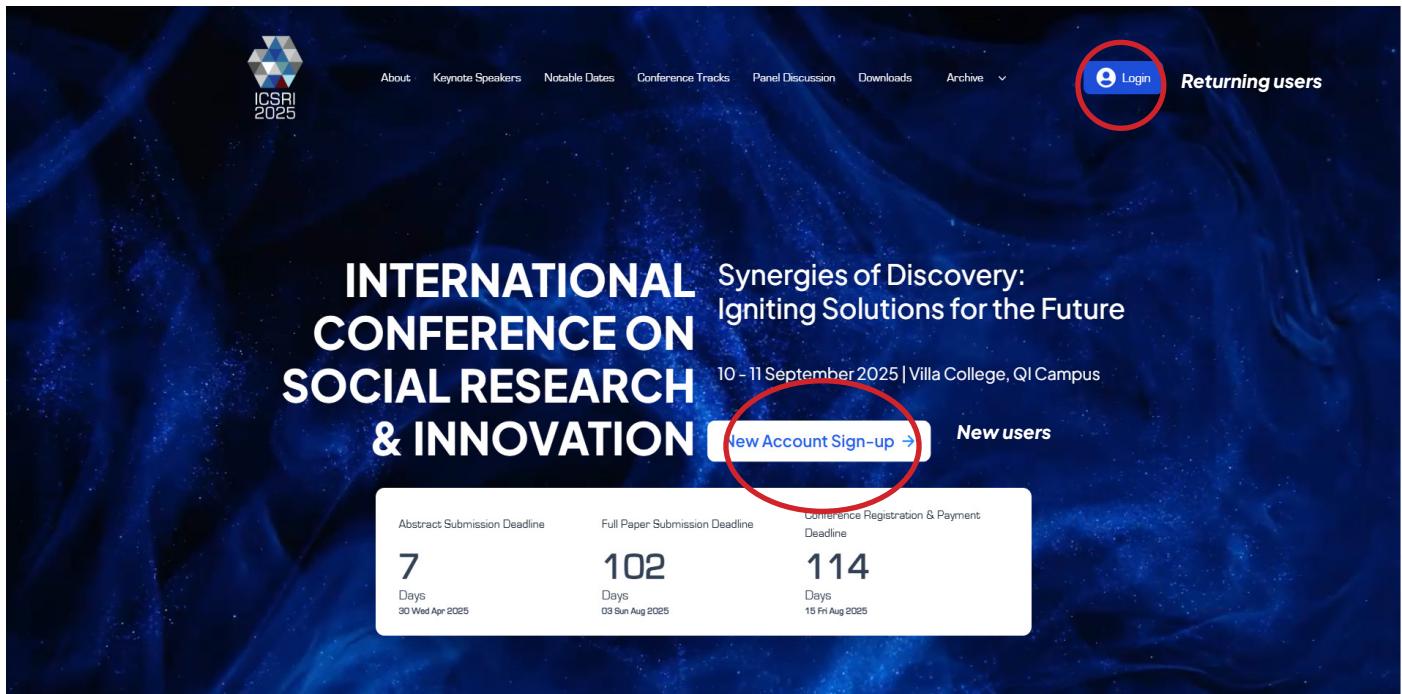
# Account Creation

## Returning user

- If you submitted a paper in ICSRI 2024, you will already be in the system so please use the [LOGIN](#).
- View/update your profile once you login.
- If you cannot recall your password, please click [FORGOT YOUR PASSWORD?](#)

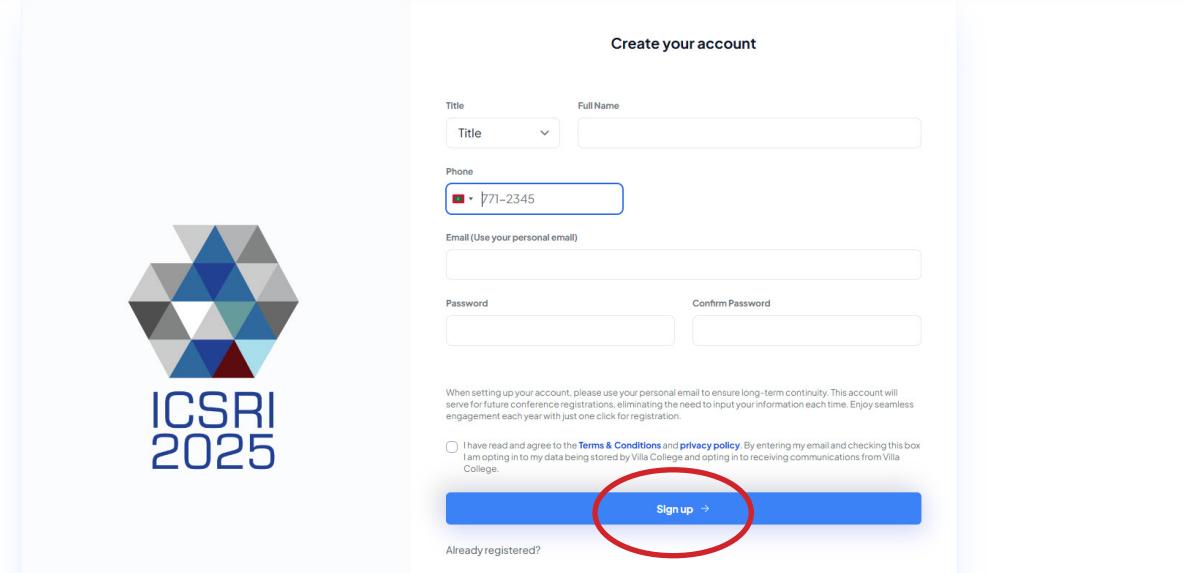
## New user

- If you have not submitted a paper before, you will need to sign up. To create a new account, click on [NEW ACCOUNT SIGN UP](#) and complete your profile.



## 1. Create your account

- Fill in all the required fields and check and agree the T&C box to create a new account.
- Use personal email address to create the account.



**Create your account**

Title

Full Name

Phone  771-2345

Email (Use your personal email)

Password

Confirm Password

When setting up your account, please use your personal email to ensure long-term continuity. This account will serve for future conference registrations, eliminating the need to input your information each time. Enjoy seamless engagement each year with just one click for registration.

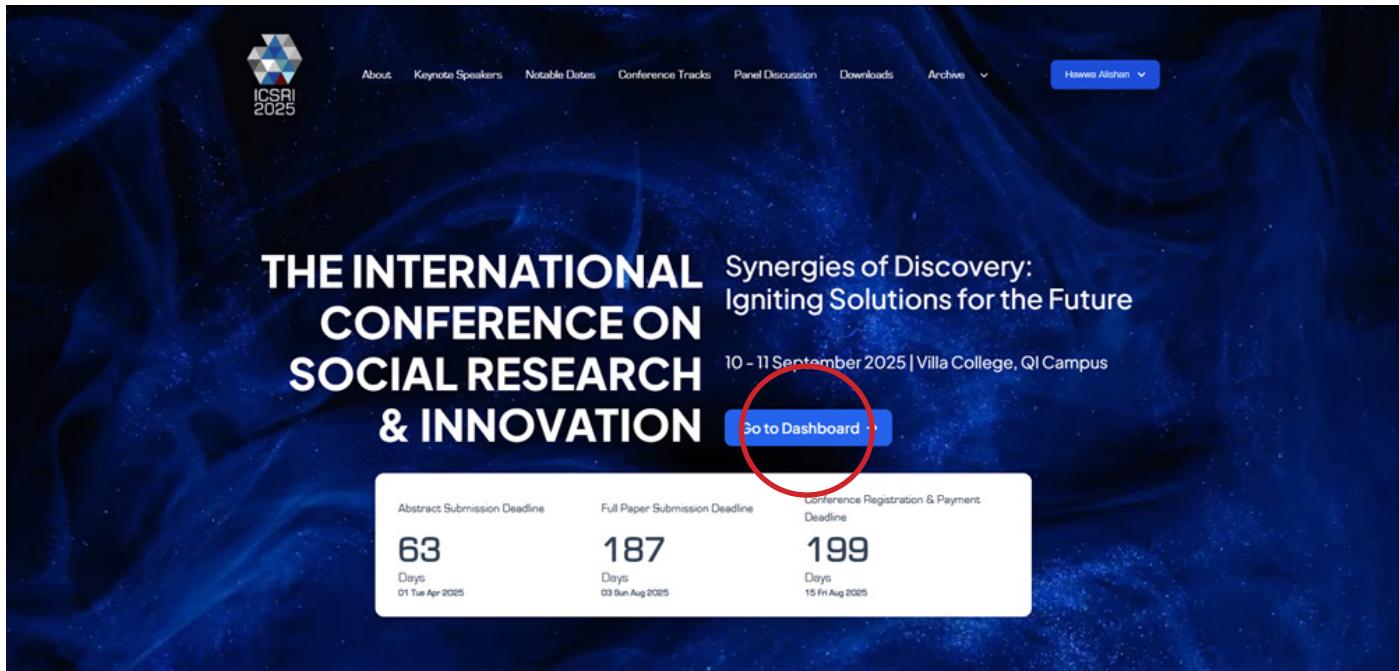
I have read and agree to the [Terms & Conditions](#) and [privacy policy](#). By entering my email and checking this box I am opting in to my data being stored by Villa College and opting in to receiving communications from Villa College.

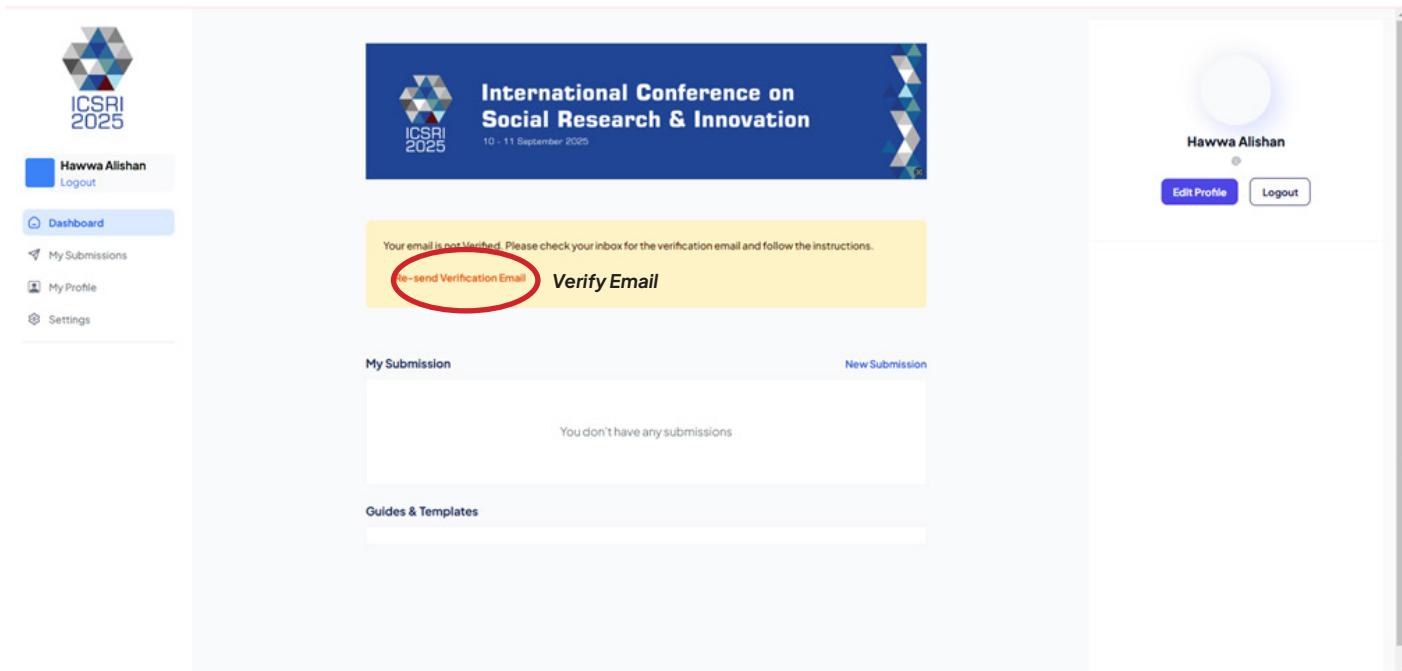
**Sign up →**  

Already registered? [Log in](#)

## 2. Verify email

- Once you register, you will be directed to home page. Press **GO TO DASHBOARD** and then verify your email to proceed for submission.

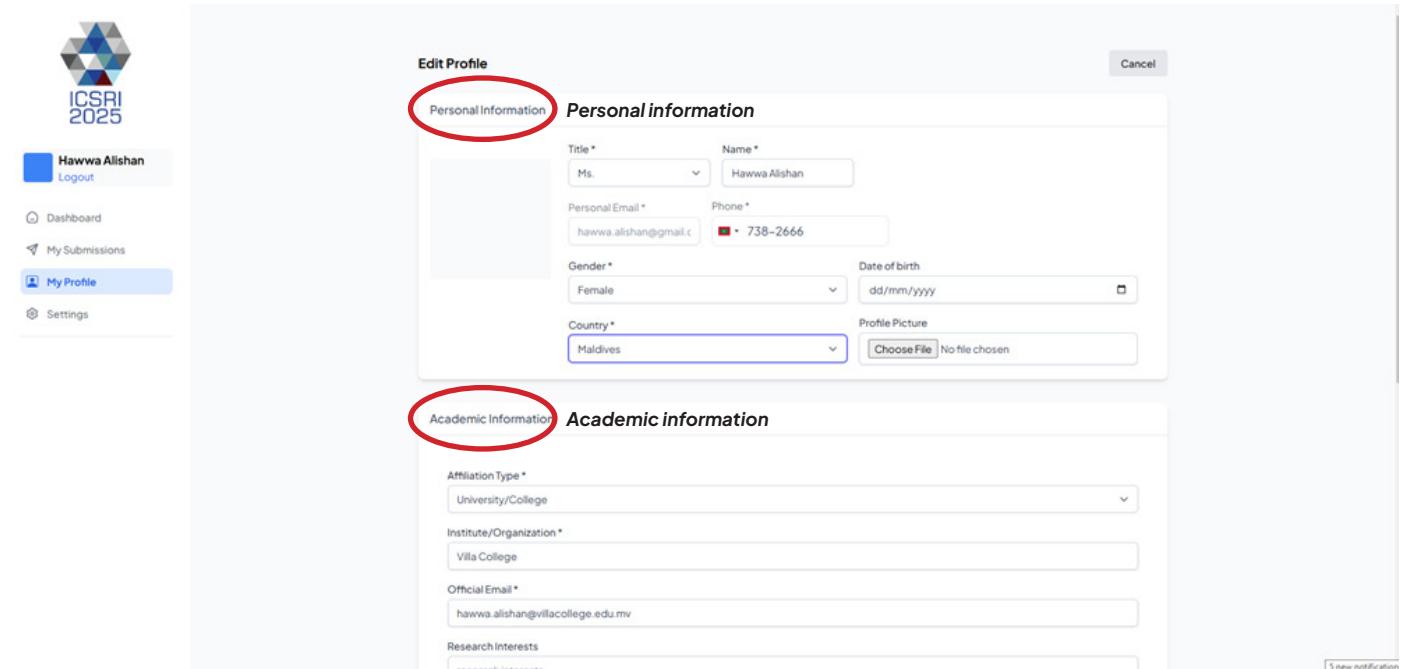




The screenshot shows the ICSRI 2025 conference dashboard. At the top, there is a logo for 'ICSR 2025' and the text 'International Conference on Social Research & Innovation' with the date '10 - 11 September 2025'. Below this, a message box says 'Your email is not verified. Please check your inbox for the verification email and follow the instructions.' with two buttons: 'Re-send Verification Email' (circled in red) and 'Verify Email'. On the left, a sidebar shows 'Hawwa Alishan' and 'Logout' with links for 'Dashboard', 'My Submissions', 'My Profile', and 'Settings'. The main area has sections for 'My Submission' (with a message 'You don't have any submissions') and 'Guides & Templates'. On the right, a user profile for 'Hawwa Alishan' shows 'Edit Profile' and 'Logout' buttons.

### 3. Edit profile

- Once your email is verified (please check your personal email inbox/spam emails), fill in all **required fields** marked with asterix (\*) under **PERSONAL INFORMATION** and **ACADEMIC INFORMATION** to complete the registration.

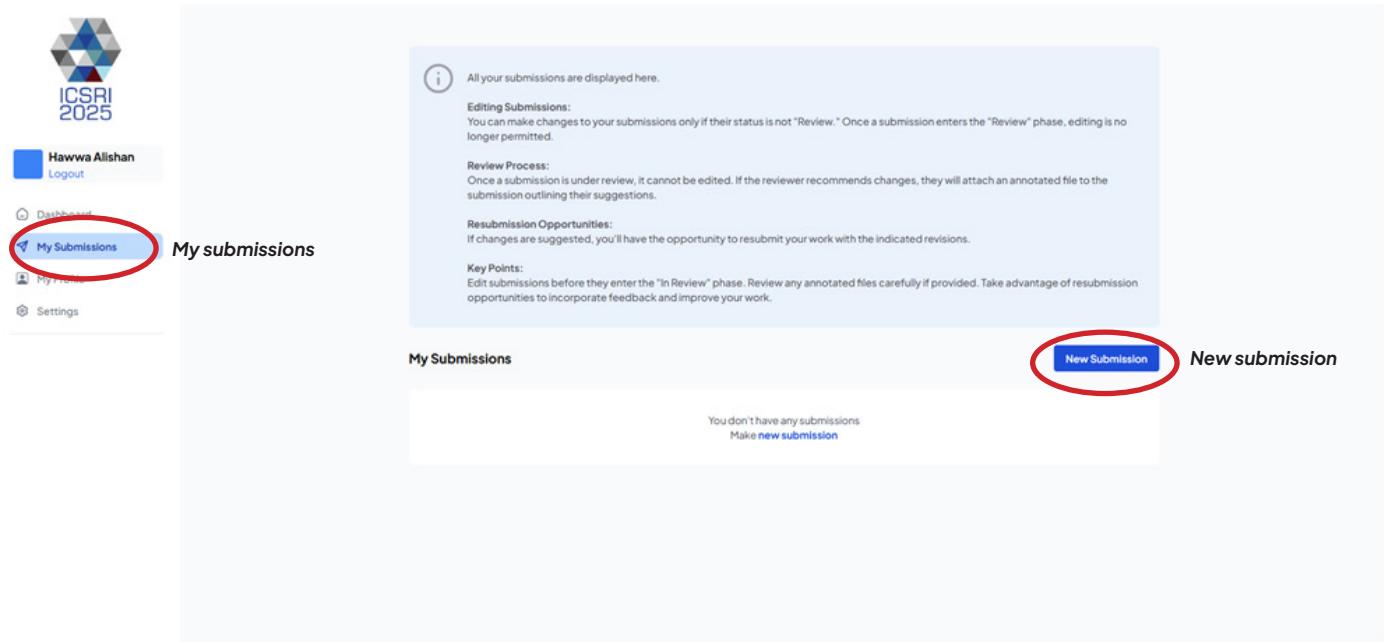


The screenshot shows the 'Edit Profile' page. The 'Personal Information' section is highlighted with a red circle, showing fields for Title (Ms.), Name (Hawwa Alishan), Personal Email (hawwa.alishan@gmail.com), Phone (738-2666), Gender (Female), Date of birth, Country (Maldives), and Profile Picture. The 'Academic Information' section is also highlighted with a red circle, showing fields for Affiliation Type (University/College, Villa College), Official Email (hawwa.alishan@villacollege.edu.mv), and Research Interests. A 'Cancel' button is in the top right corner, and a '5 new notification' badge is in the bottom right corner of the sidebar.

# Abstract Submission

## 1. New submission

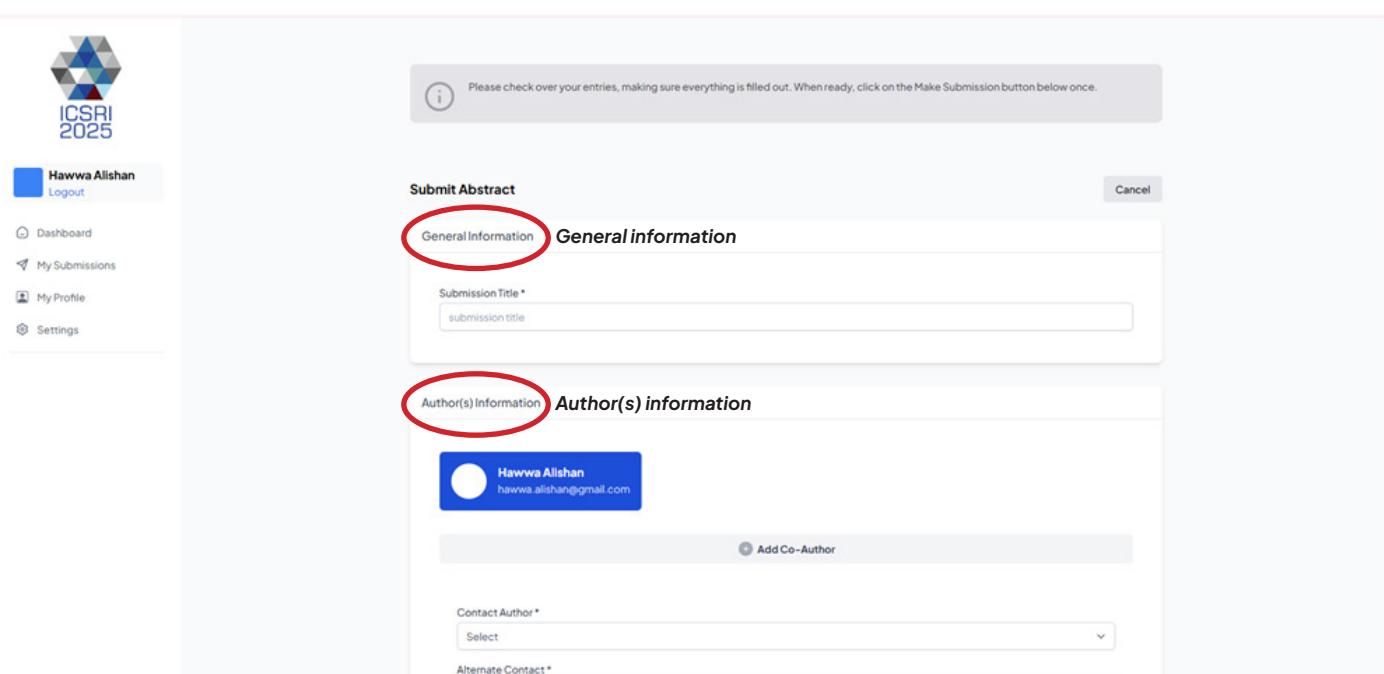
- After creating the account, you will be redirected to the next page.
- Click on **MY SUBMISSIONS** in the left sidebar to begin your abstract submission.
- Carefully read all the instructions provided on the page.
- To submit your abstract, select **NEW SUBMISSION**.



The screenshot shows the 'My submissions' page. On the left sidebar, the 'My Submissions' button is highlighted with a red circle. On the main content area, the 'New Submission' button is also highlighted with a red circle. The page displays instructions for editing submissions, the review process, submission opportunities, and key points.

## 2. Complete the submission form

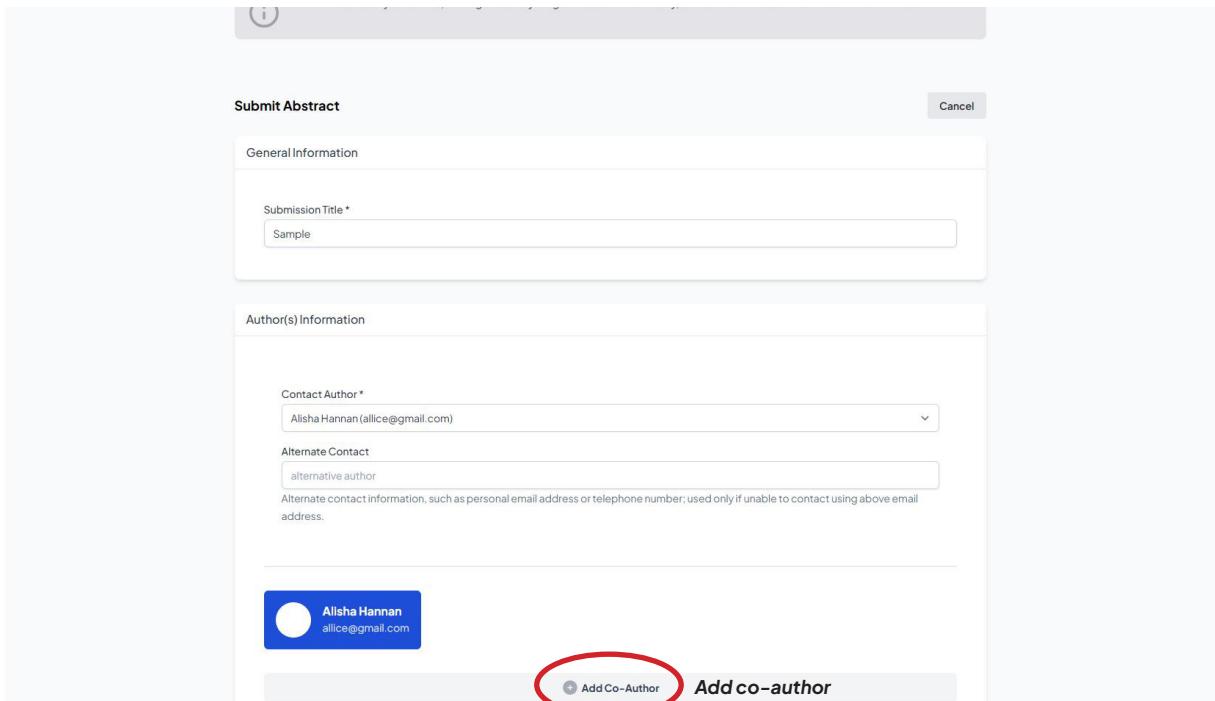
- Fill in all **required fields** marked with asterix(\*) under **GENERAL INFORMATION** and **AUTHOR(S) INFORMATION**.



The screenshot shows the 'Submit Abstract' form. The 'General Information' and 'Author(s) Information' tabs are highlighted with red circles. The form includes fields for submission title, author contact information, and alternate contact information.

### 3. Add co-author

- If more than one author, add a co-author for the submission by filling in all **required fields** marked with asterix (\*) under **ADD CO-AUTHOR**.
- Each co-author will also receive a confirmation email with your contact information and their login information.



Submit Abstract

General Information

Submission Title \*

Sample

Author(s) Information

Contact Author \*

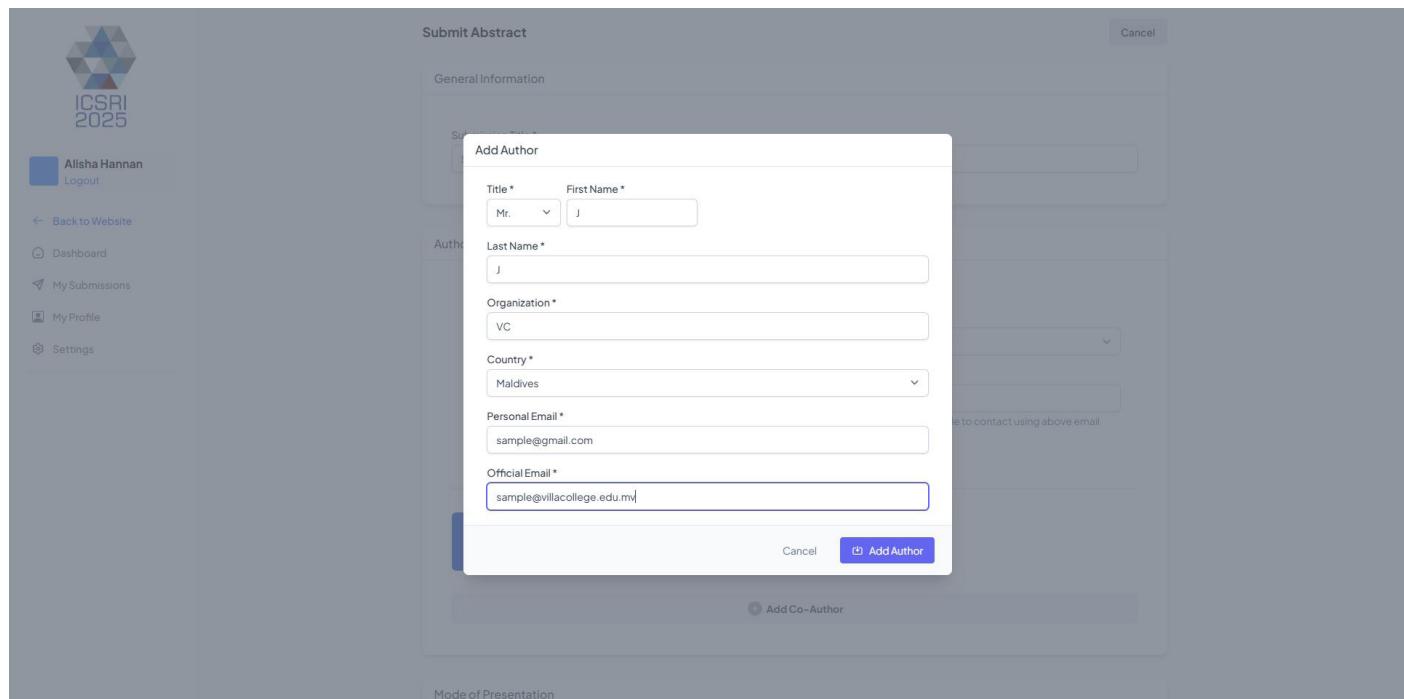
Alisha Hannan (allice@gmail.com)

Alternate Contact

alternative author

Alternate contact information, such as personal email address or telephone number; used only if unable to contact using above email address.

**Add Co-Author**



Submit Abstract

General Information

Add Author

Title \* First Name \*

Mr. J

Last Name \*

J

Organization \*

VC

Country \*

Maldives

Personal Email \*

sample@gmail.com

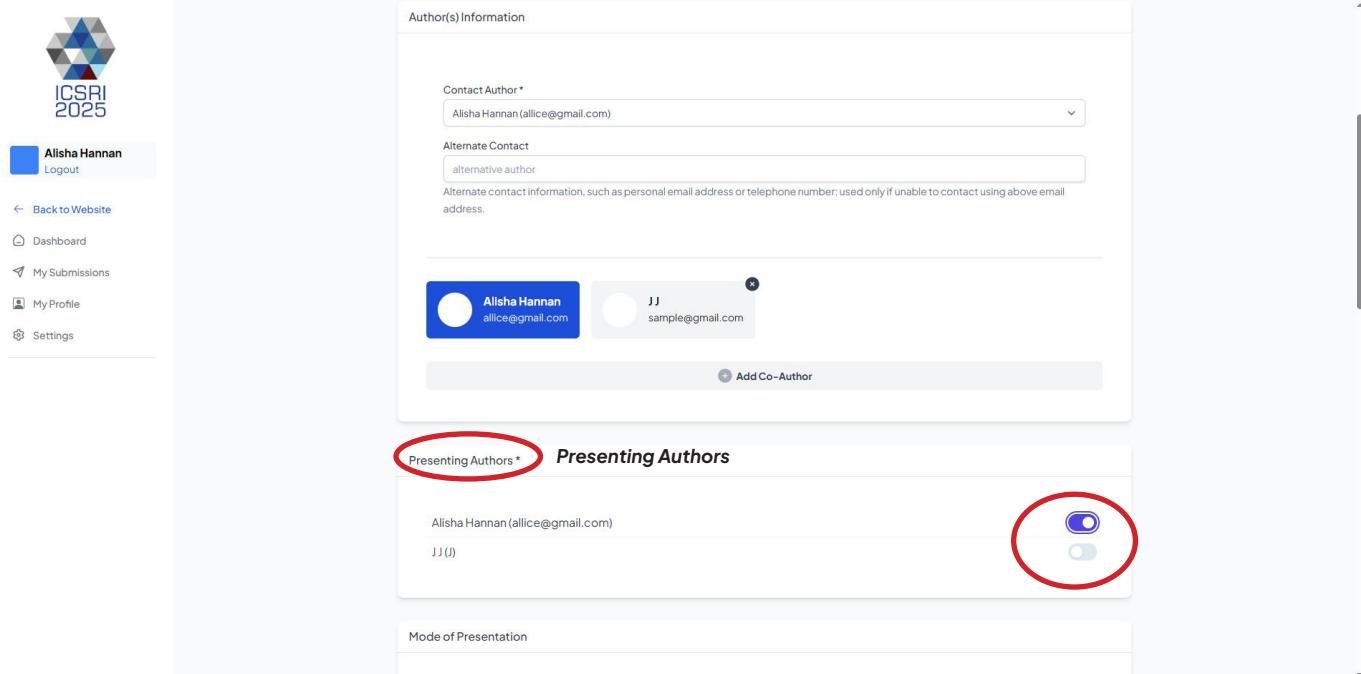
Official Email \*

sample@villacollege.edu.mv

Add Author

Add Co-Author

- Once you add the co-author(s), you will need to select the **PRESENTING AUTHOR(S)**
- You may choose one or more authors to be designated as **PRESENTING AUTHOR(S)**



Author(s) Information

Contact Author \*  
Alisha Hannan (allice@gmail.com)

Alternate Contact  
alternative author

Alternate contact information, such as personal email address or telephone number; used only if unable to contact using above email address.

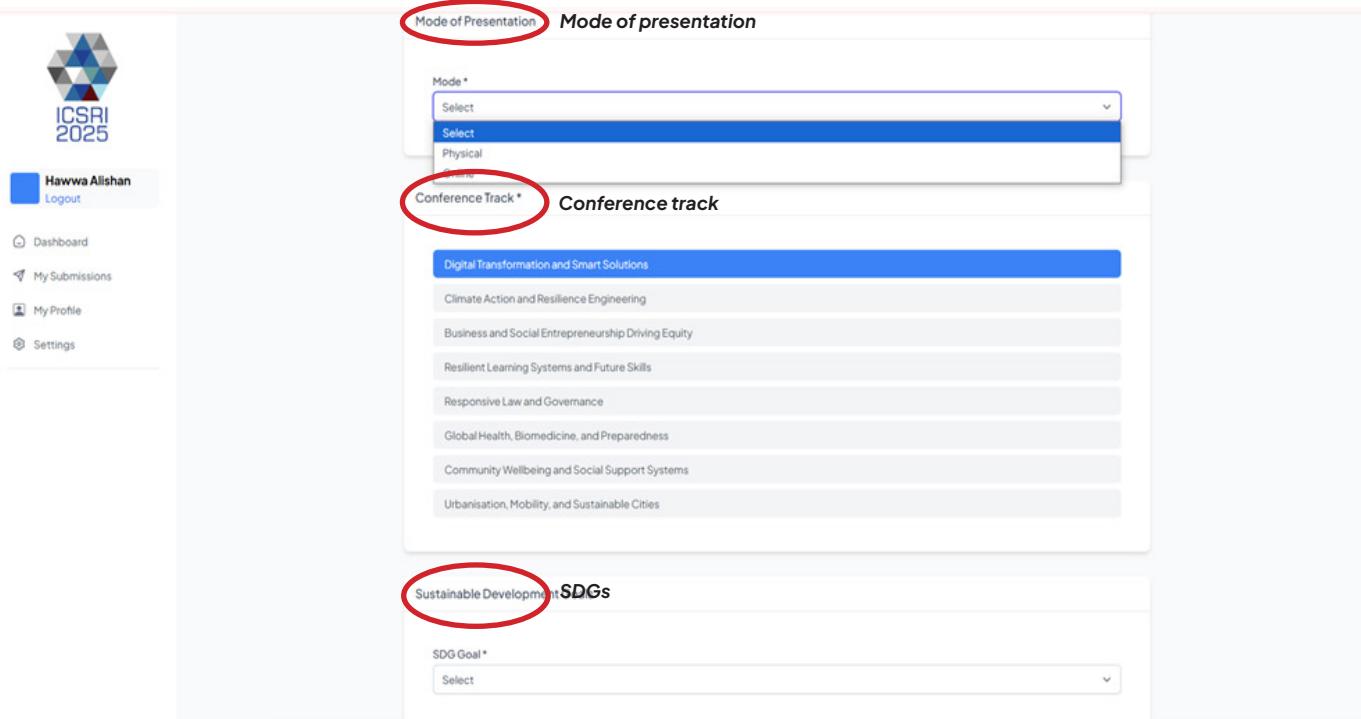
**Presenting Authors \*** **Presenting Authors**

Alisha Hannan (allice@gmail.com)  
JJ (J)

Mode of Presentation

## 4. Abstract submission

- Complete the submission by filling in all **required fields** marked with asterix (\*) under **MODE OF PRESENTATION, CONFERENCE TRACK, SDGs and CONTENT**.



**Mode of Presentation** **Mode of presentation**

Mode \*  
Select  
Select  
Physical

**Conference Track \*** **Conference track**

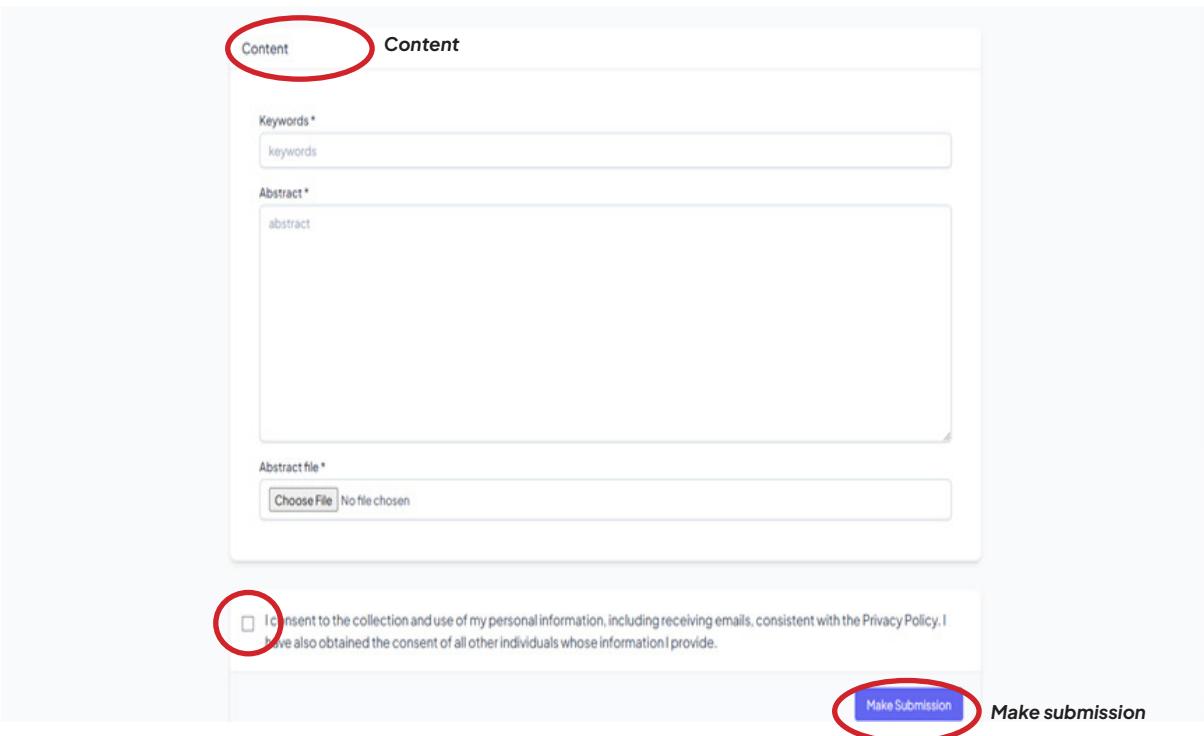
Digital Transformation and Smart Solutions  
Climate Action and Resilience Engineering  
Business and Social Entrepreneurship Driving Equity  
Resilient Learning Systems and Future Skills  
Responsive Law and Governance  
Global Health, Biomedicine, and Preparedness  
Community Wellbeing and Social Support Systems  
Urbanisation, Mobility, and Sustainable Cities

**Sustainable Development** **SDGs**

SDG Goal \*  
Select

- Attach the abstract file written in MS Word document, check the consent button and click **MAKE SUBMISSION** button.

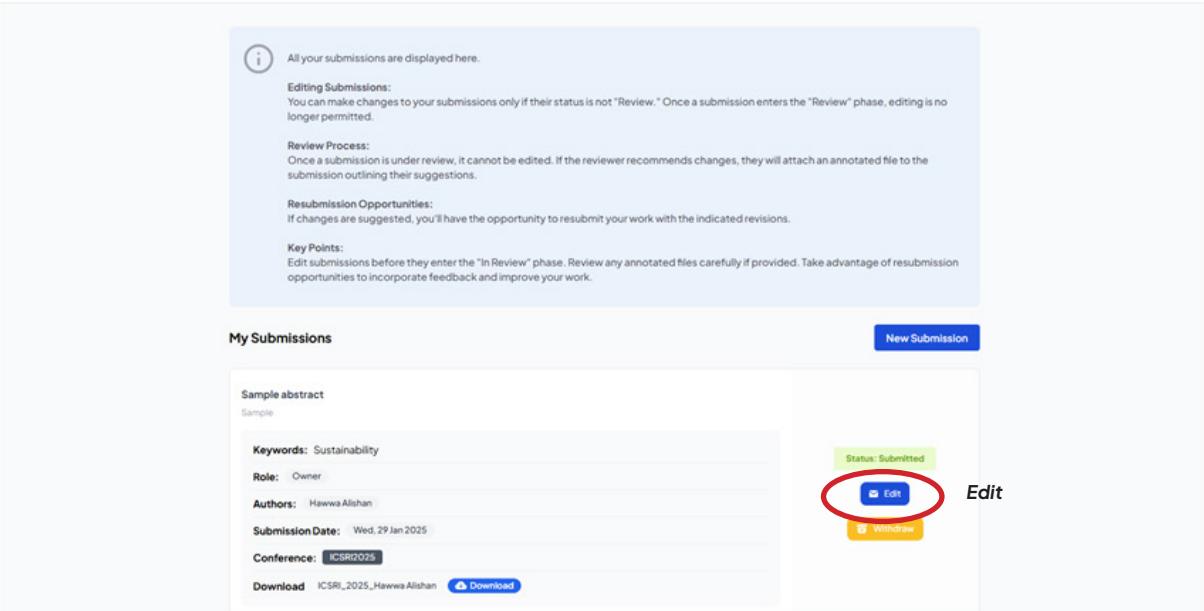
\*\* All abstracts should be written in MS Word format (DOC or DOCX) templates provided (available for download [HERE](#)). Save your abstract using this format: "ICSR2025\_yourLastName.doc".



The screenshot shows the 'Content' tab of the submission form. The 'Keywords' field contains 'keywords'. The 'Abstract' field contains 'abstract'. The 'Abstract file' field has a placeholder 'Choose File' and 'No file chosen'. Below these fields is a consent checkbox:  I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy. I have also obtained the consent of all other individuals whose information I provide. At the bottom right are two buttons: a blue 'Make Submission' button and a grey 'Make submission' button.

## 5. Updating an abstract

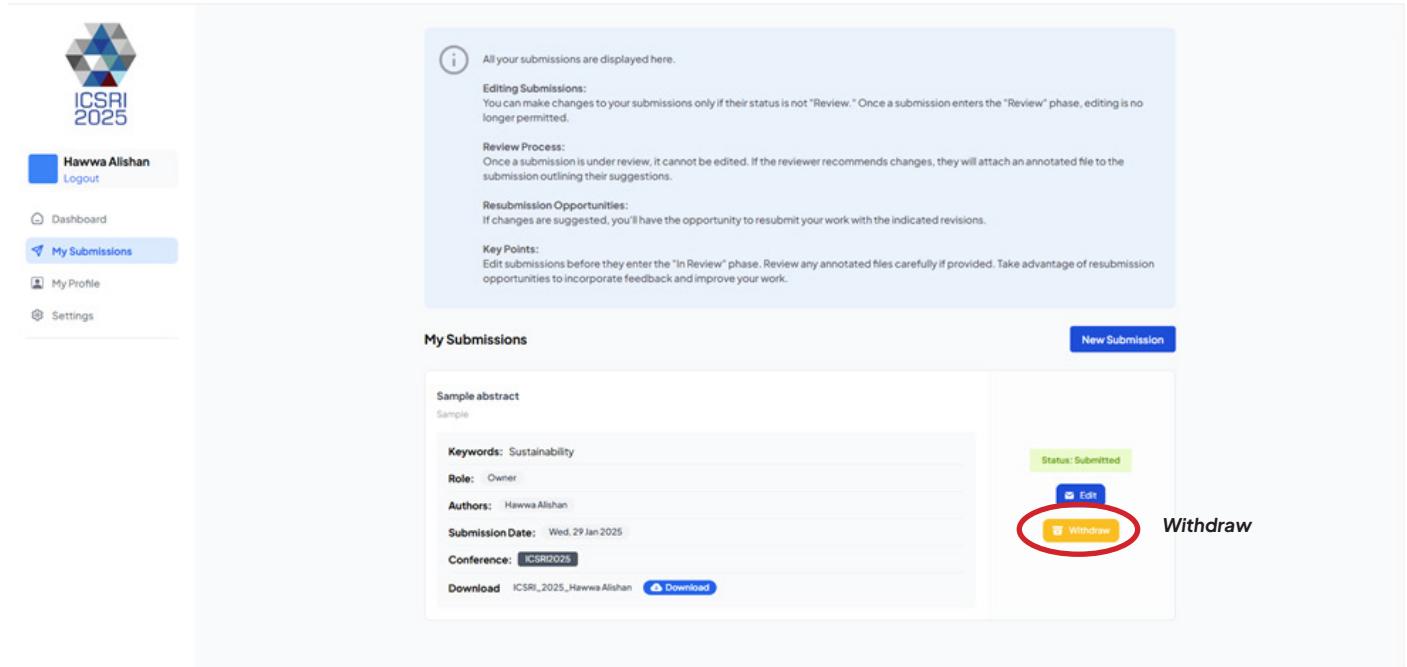
- The author may login to edit/update the submission until the call for abstracts closes on 30 April 2025.
- The author can make changes to the submission ONLY if the status is not **in review**.
- To make changes, login via the [LOGIN](#) button on the homepage and select **EDIT** under **MY SUBMISSIONS**.
- The author should follow the same [abstract submission](#) steps to upload the abstract.



The screenshot shows the 'My Submissions' page. It displays a submission with the following details: Sample abstract, Sample, Keywords: Sustainability, Role: Owner, Authors: Hawwa Alishan, Submission Date: Wed, 29 Jan 2025, Conference: ICSR2025, and Download: ICSR2025\_Hawwa Alishan. The status is shown as 'Status: Submitted'. At the bottom right of the submission card are two buttons: a blue 'Edit' button and a yellow 'Withdraw' button.

## 6. Withdrawing an abstract

- The author may withdraw the abstract until the call for abstracts closes on 30 April 2025.
- The author can withdraw the submission ONLY if the status is not **IN REVIEW**.
- To withdraw, login via the **LOGIN** button on the homepage and select **WITHDRAW** under **MY SUBMISSIONS**.



Sample abstract

**Keywords:** Sustainability

**Role:** Owner

**Authors:** Hawwa Alishan

**Submission Date:** Wed, 29 Jan 2025

**Conference:** ICSRI2025

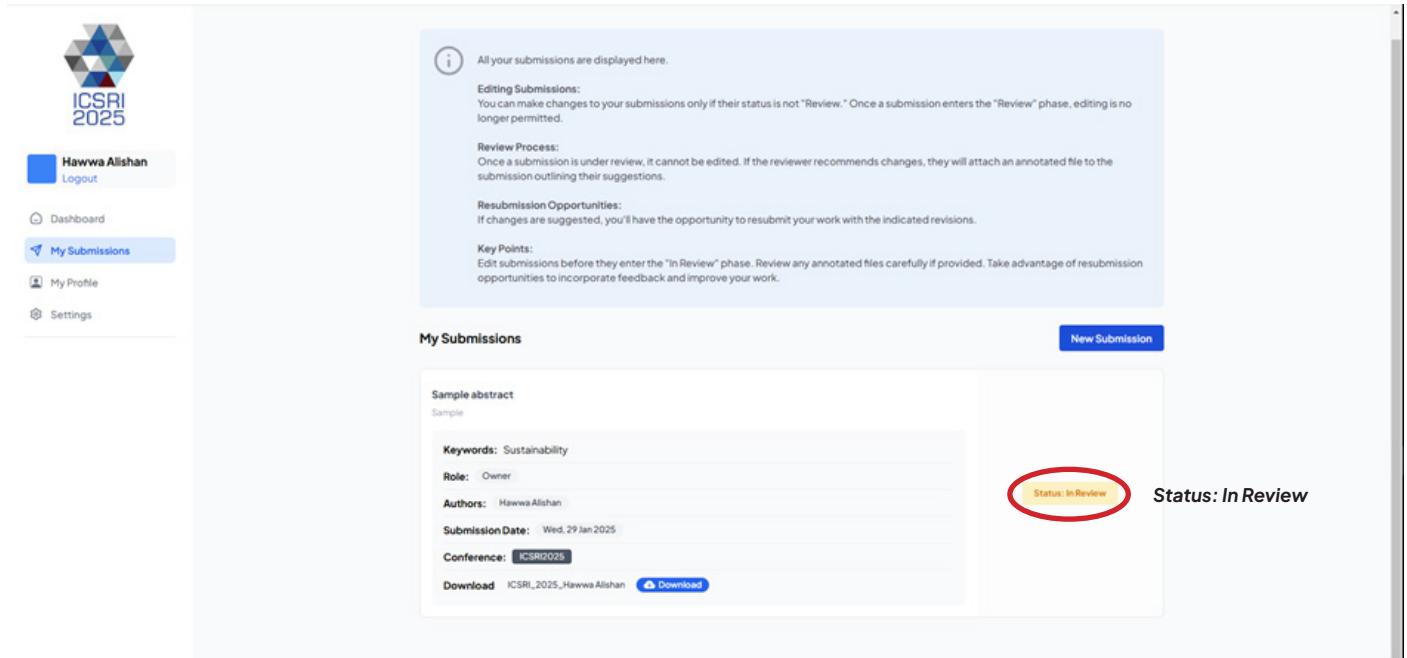
**Download:** ICSRI\_2025\_Hawwa Alishan [Download](#)

**Status:** Submitted

**Withdraw**

## 6. Abstract review process

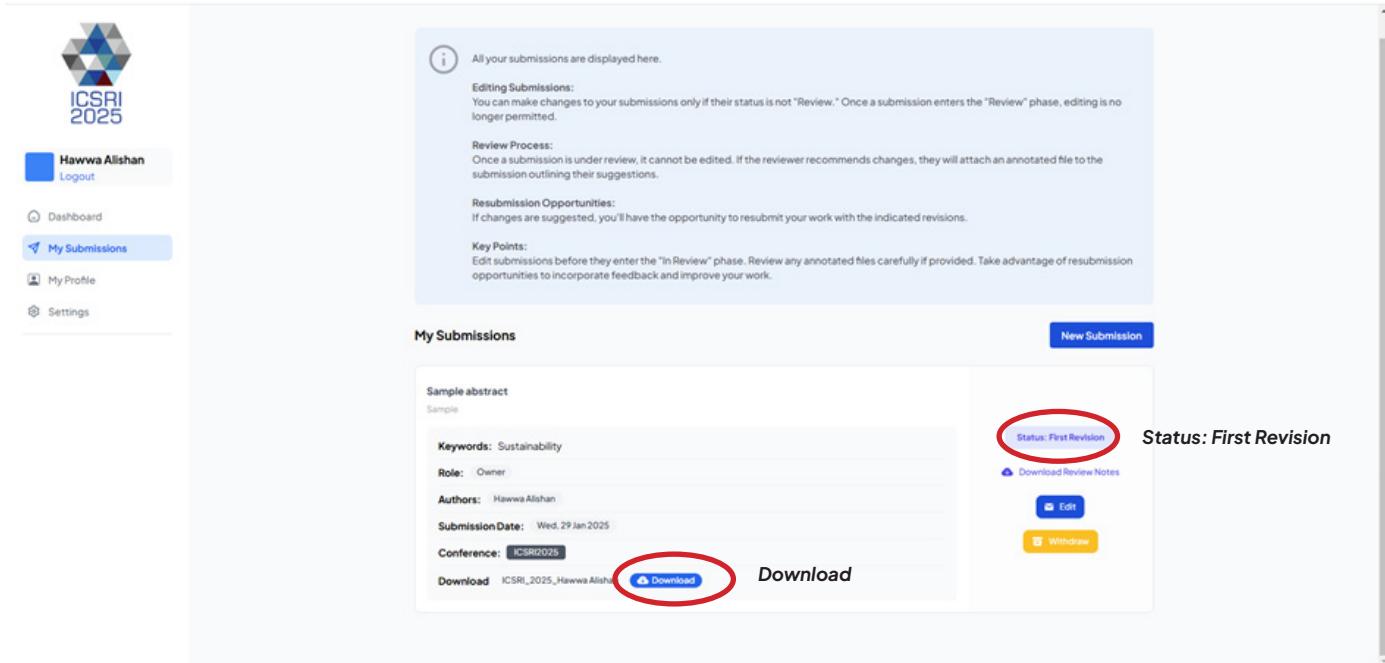
- If the submission is accepted for review, the main author will receive an email from ICSRI 2025 notifying the status of the submission as **IN REVIEW**.
- The author can login via the **LOGIN** button on the homepage and check the status under **MY SUBMISSIONS**.



**Status:** In Review

**Status: In Review**

- If the reviewer recommends changes, they will attach an annotated file to the submission with their suggestions.
- The author will receive another email notifying the status of the submission as **FIRST REVISION**.
- The author must then **LOGIN** and **DOWNLOAD** the reviewed abstract under **MY SUBMISSIONS**.
- After making the necessary changes, the author should follow the same **abstract submission** steps to upload the revised abstract.

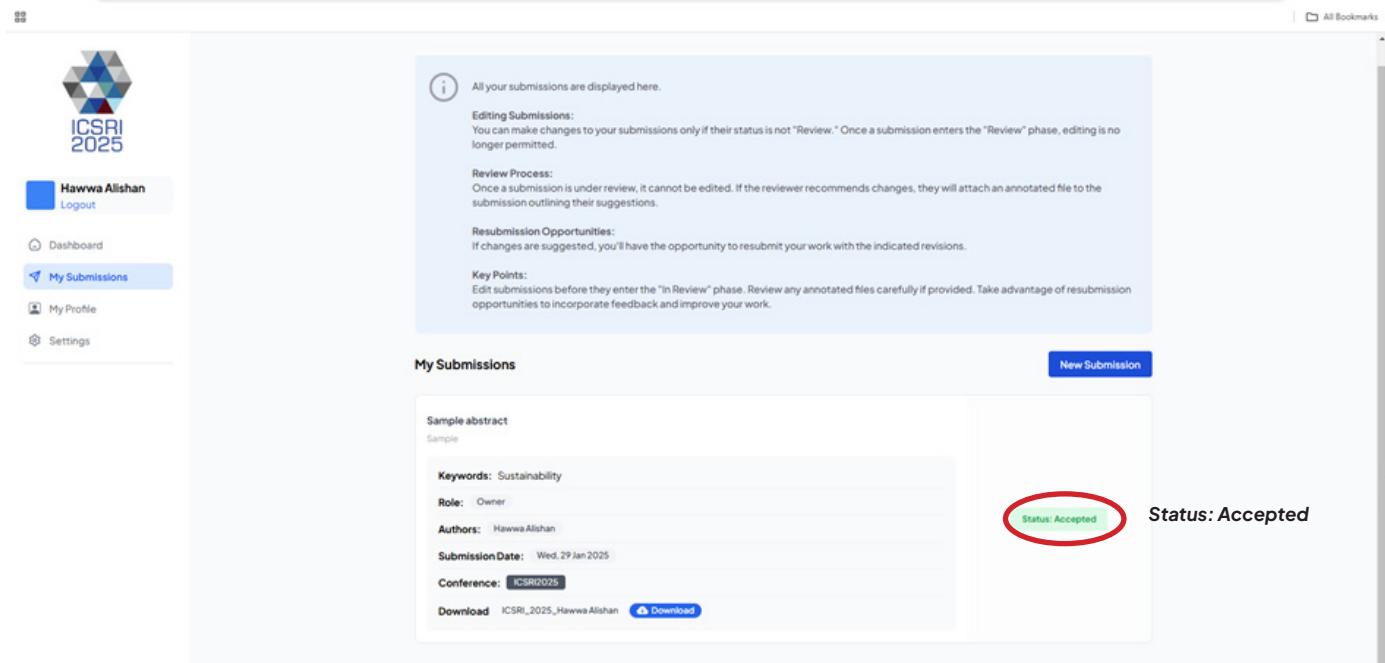


The screenshot shows the 'My Submissions' page of the ICSRI 2025 website. At the top, there is a sidebar with a logo, the text 'Hawwa Alishan', 'Logout', 'Dashboard', 'My Submissions' (which is highlighted in blue), 'My Profile', and 'Settings'. The main content area has a heading 'My Submissions' and a 'New Submission' button. Below this, there is a 'Sample abstract' section with a 'Download' button. The submission details are as follows:

- Keywords:** Sustainability
- Role:** Owner
- Authors:** Hawwa Alishan
- Submission Date:** Wed, 29 Jan 2025
- Conference:** ICSR2025
- Status:** First Revision (circled in red)
- Actions:** Download Review Notes, Edit, Withdraw

## 7. Abstract acceptance

- Once the revised abstract is accepted, the main author will receive an email from ICSRI 2025 notifying the status of the submission as **accepted**.
- The author can login via the **LOGIN** button on the homepage and check the status under **MY SUBMISSIONS**.



The screenshot shows the 'My Submissions' page of the ICSRI 2025 website, similar to the previous one but with a different status. The submission details are the same as the previous screenshot, but the status is now 'Accepted' (circled in red). The 'Download' button is also circled in red.

- Once the abstract is accepted, the author will have the opportunity to submit the full paper.
- To proceed, the author should click **SUBMIT FULL PAPER** and upload the full paper file as per the requirement.

Key Points:  
Edit submissions before they enter the "In Review" phase. Review any annotated files carefully if provided. Take advantage of resubmission opportunities to incorporate feedback and improve your work.

**My Submissions**

**Sample 2**  
sample

**Keywords:** sample  
**Role:** Owner  
**Authors:** Hawwa Alishan Mamdoohalsmall  
**Submission Date:** Mon, 03 Feb 2025  
**Conference:** ICSRI2025  
**Status:** Withdrawn  
[Edit](#)

**Download** ICSRI\_2025\_Hawwa-Alishan [Download](#)

**Sample abstract**  
Sample

**Keywords:** Sustainability  
**Role:** Owner  
**Authors:** Hawwa Alishan  
**Submission Date:** Wed, 29 Jan 2025  
**Conference:** ICSRI2025  
**Status:** Accepted  
[Submit Full Paper](#)

**Download** ICSRI\_2025\_Hawwa Alishan [Download](#)

**Submit full paper**

## Conference Registration

### 1. Registration

- If a user wishes to participate in ICSRI 2025, you must register either as an attendee or presenter.
- To register, first **LOGIN** and click **GO TO DASHBOARD**.
- Then, click **REGISTER TO ICSRI2025** to complete your registration.

**International Conference on Social Research & Innovation**  
10 - 11 September 2025

**Sample C** [Logout](#)

[Dashboard](#) [My Submissions](#) [My Profile](#) [Settings](#)

[Register to ICSRI2025](#)

**My Submission** [New Submission](#)

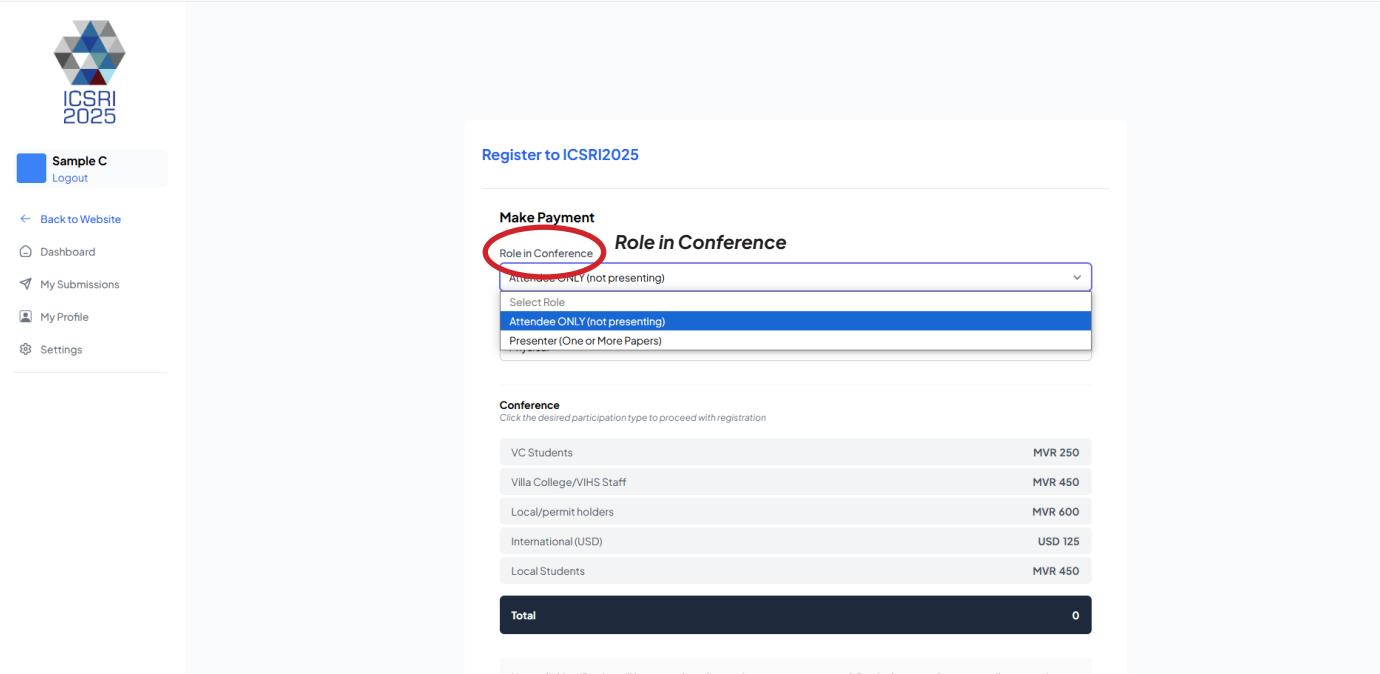
You don't have any submissions

**Guides & Templates**

- Abstract Template
- Full Paper Template
- Oral Presentation Guideline
- Poster Guideline

## 2. Payment Procedure

- Once you click REGISTER TO ICSRI 2025, you will be required to select your **ROLE IN CONFERENCE**: **Attendee ONLY (not presenting)** or **Presenter (one or more papers)**



Sample C  
Logout

← Back to Website  
Dashboard  
My Submissions  
My Profile  
Settings

Register to ICSRI2025

**Make Payment**

**Role in Conference**

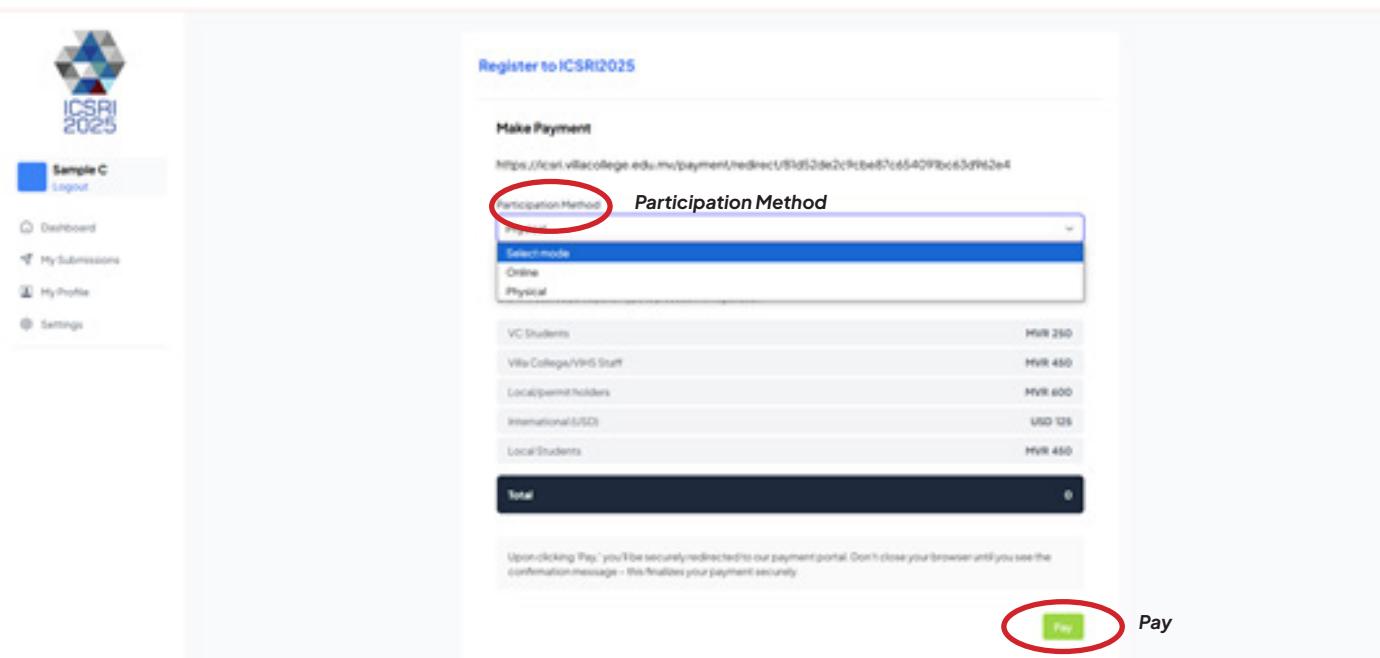
Attendee ONLY (not presenting)  
Select Role  
Attendee ONLY (not presenting)  
Presenter (One or More Papers)

**Conference**  
Click the desired participation type to proceed with registration

VC Students	MVR 250
Villa College/VIHS Staff	MVR 450
Local/permit holders	MVR 600
International (USD)	USD 125
Local Students	MVR 450
<b>Total</b>	<b>0</b>

Upon clicking 'Pay', you will be securely redirected to our payment portal. Don't close your browser until you see the confirmation message - this finalizes your payment securely.

- Next, select your **PARTICIPATION METHOD**: **Physical** or **Online**
- Click **PAY** to be directed to the payment portal
- Complete the payment to confirm your participation in ICSRI 2025.



Sample C  
Logout

Dashboard  
My Submissions  
My Profile  
Settings

Register to ICSRI2025

**Make Payment**

<https://icarl.villacollege.edu.mv/payment/redirect/USd52de2c9be87cb54C9fb63d9e2e4>

**Participation Method**

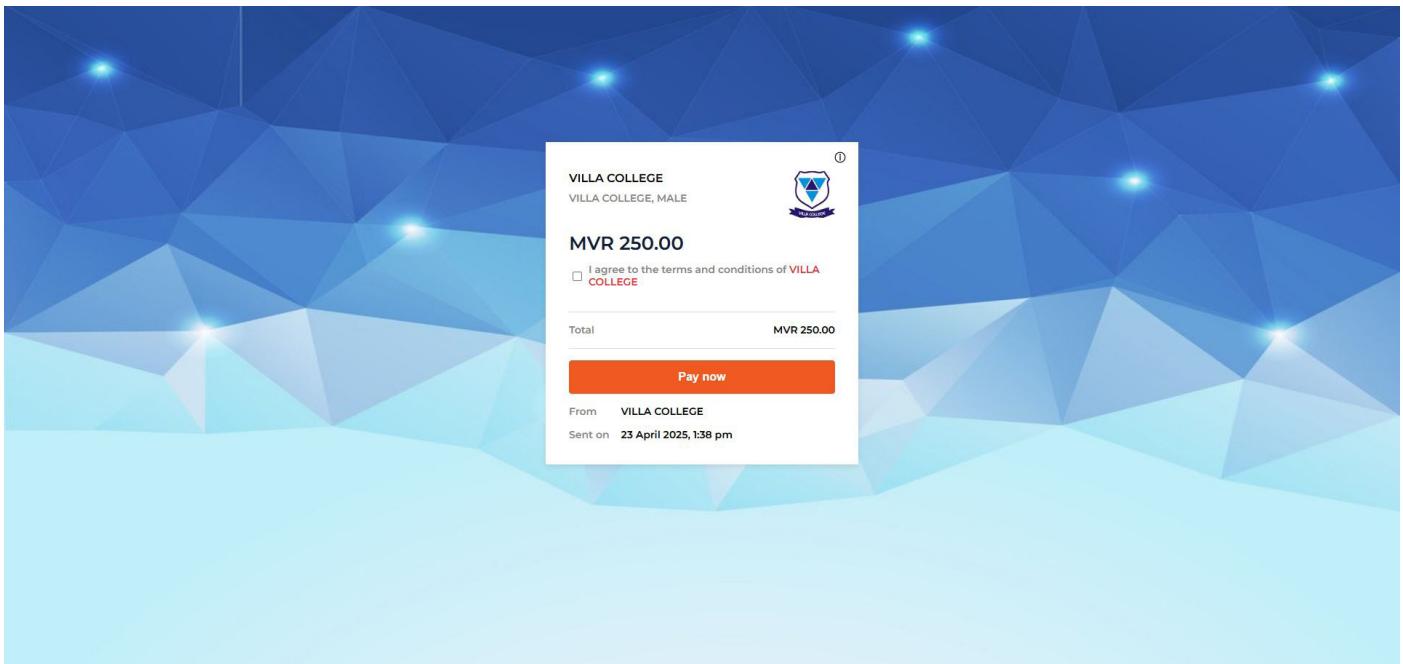
Online  
Physical

**Conference**  
Click the desired participation type to proceed with registration

VC Students	MVR 250
Villa College/VIHS Staff	MVR 450
Local/permit holders	MVR 600
International (USD)	USD 125
Local Students	MVR 450
<b>Total</b>	<b>0</b>

Upon clicking 'Pay', you will be securely redirected to our payment portal. Don't close your browser until you see the confirmation message - this finalizes your payment securely.

**Pay**



### 3. Registration Completed

- Once the payment is successful, **MY DASHBOARD** with your [LOGIN](#) will display the status as **REGISTERED IN ICSRI2025**.

## **CONTACT DETAILS**

**ICSRI 2025**  
**Institute for Research and Innovation**  
**Villa College**  
Rah Dhebai Hingun, Male', Maldives

T: (+960) 3033375 / (+960) 3033343  
E: [icsri@villacollege.edu.mv](mailto:icsri@villacollege.edu.mv)  
W: <https://icsri.villacollege.edu.mv/>

