

KFUPM Conference Participation Guide

Thank you for representing KFUPM

Your participation in conferences and professional events helps showcase KFUPM's research, academic excellence, and global engagement. We appreciate your contribution and hope the following guide serves as a helpful reminder before, during, and after your conference.

Before the Conference

- Confirm that your conference registration, abstract, presentation, and any publications correctly identify your affiliation with **KFUPM**. Note the University started using the branding KFUPM more so than the full name.
- Download and use the official KFUPM presentation template, introductory slides, and logo provided by the Conference Office.
- Review the KFUPM Brand Guidelines to ensure consistent use of the University's visual identity.

During the Conference

- Begin your presentation with the KFUPM introductory slides.
- Represent KFUPM professionally and in a manner that reflects the University's values, academic excellence, and reputation.
- Where appropriate, highlight KFUPM's research strengths, collaborations, facilities, and opportunities for international partnership.
- Comply with conference policies and the host institution's requirements.

After the Conference

- Submit any required post-conference reports, confirmations, or supporting documents within the requested timeframe.
- Share any notable outcomes—such as awards, media coverage, collaboration opportunities, or significant networking achievements—with the Conference Office, as these help showcase KFUPM's international impact.

Need Assistance?

The Conference Office is happy to assist with:

- Official presentation templates and introductory slides
- KFUPM branding and logo guidance
- Conference participation requirements
- Post-conference reporting

The Conference Office can be contacted at conference_office@kfupm.edu.sa.