

Conference FAQs

Answers to some of your most Frequently Asked Questions (FAQs) about our conferences are listed below:

1. Dress Code: We do not have a dress code; what goes for classroom attire goes for our conferences. The important thing is to be comfortable.
2. Presentation Timing: We allow approximately 20 minutes for each presentation.
3. Airfare: Consult with your travel agent or search the Internet (priceline.com, cheaptickets.com, expedia.com, and lowestfare.com) for the lowest fare. We permit last-minute changes in your presentation schedule to accommodate your travel arrangements.
4. CPE Credit: Professionals seeking Continuing Professional Education Credit should contact the conference chair or indicate on the Registration Form that they must receive CPE credit for attending the conference. Necessary paperwork is required and will be available at the conference registration desk.
5. Organize a Session: Faculty may organize their own session, invite participants, and serve as the session chair. Please contact us at Staff@CluteInstitute.com to make arrangements.
6. Late Submission: If you missed a deadline, please email Staff@WestEastInstitute.com.
7. Abstract-Only Publications: Authors often elect to publish only the abstract of their presentation in the conference proceedings. This effectively gives the author until the conference to complete the paper. This also means that the author is free to submit the paper to another journal without copyright consequences because the paper has never been published elsewhere since only the abstract was published in the proceedings. The West East Institute does not copyright the proceedings, which means that authors are still free to do as they see fit with the paper. Consequently, authors can claim academic credit for a conference presentation, a refereed conference proceedings publication, and possibly a journal publication (from one of our journals or a different journal) from one piece of research.
8. Republishing a Presentation: Authors are free to publish their presentation elsewhere without permission from the Clute Institute because authors retain copyright ownership of their presentation. However, as a condition of participation in a West East Institute conference, authors must give the West East Institute permission to publish their presentations in hardcopy, online, or elsewhere and impose access/printing fees where necessary.
9. Attending Only: You may attend both the teaching and the business conference at one location for one registration fee. A Registration Form for either conference is all that is needed (as well as the registration fee). Please indicate "attending only" on the registration form.