

# POPSIG Best Post-event Report Award – Application Form

## *Notes for Applicants:*

1. POPSIG welcomes the applications from undergraduate and postgraduate students only.
2. The content must be true and accurate.
3. In your report, please ensure it fulfils the following requirements:
  - (a) Font size required is Times New Roman 12pt, 1.5 spacing.
  - (b) The main content pages must be A4-sized, with margin 2.54cm for all top, bottom, right and left (Normal Margin under MS auto function)
  - (c) The main content pages must be fully text only, and maximum of 2 pages, excluding Appendix.
  - (d) Maximum 4 clear pictures, tables, graphs, artworks with caption should be included in the Appendix section.
  - (e) Reference to the content of the presentation is not mandatory.
4. If a committee member of IChemE POPSIG participates in this competition, he/she has acknowledged that the participant must disclose any conflict of interest.
5. The report must be original and have not been previously submitted. POPSIG only considers one application per report submission.
6. The applicant must submit the (1) **completed Application Form** (Microsoft Word or PDF) **and** (2) **the report** (Microsoft Word) to IChemE POPSIG at [popsigmalaysia@gmail.com](mailto:popsigmalaysia@gmail.com).
7. The deadline of the submission is shown at [IChemE.org/palm-awards](http://IChemE.org/palm-awards).
8. The report will be evaluated and decided by the Editorial Team of IChemE POPSIG.
9. The recipient of the award will be announced within three months from the closing date of application. The recipient will also be contacted by email (filled on page 1) and announced on IChemE POPSIG website and social media.
10. The recipient will be given a Certificate of Achievement issued by IChemE POPSIG. The delivery of award will primarily be informed through email.
11. If you encounter any issue with the submission, or you have any specific questions about the competition, please do not hesitate to email to [popsigmalaysia@gmail.com](mailto:popsigmalaysia@gmail.com).
12. IChemE is a registered charity.