

No: 05/KH-KDDT

PLAN FOR THE FACULTY-LEVEL SCIENTIFIC CONFERENCE IN THE ACADEMIC YEAR 2025-2026

Based on Announcement 956/TB-DCT regarding the organization of conferences, scientific seminars, and specialized workshops at the University and Faculty levels for the 2025-2026 academic year,

the Faculty of Electrical and Electronic Engineering hereby announces to all staff and faculty members the plan for organizing a faculty-level scientific workshop as follows:

1. Purpose:

To implement the 2025-2026 academic year plan of the Faculty of Electrical and Electronic Engineering;

To improve the quality of training and scientific research activities for lecturers and students of the Faculty of Electrical and Electronic Engineering.

The scientific conference is a forum for students, lecturers, and scientists inside and outside the university to exchange, publish, interact, and share new research.

2. Requirements:

The scientific conference is one of the important activities of the faculty. Therefore, the authors' publications must ensure practicality and scientific rigor. Reports should follow the format of scientific articles of the university. Exchanges should take place in the spirit of interaction, learning, and sharing.

3. Time and Location:

- Time: 8:00 AM to 11:30 AM, May 16, 2026

- Location: 3rd Floor, Information and Library Center

4. Workshop Content and Topic:

New Technologies and Applications in the Field of Electrical Engineering, Electronics, and Automation

5. Participants:

- Lecturers from within and outside the faculty.

- Students and trainees.

- Scientists from Vietnam and abroad.

6. Implementation Schedule:

Numerical order	Content of implementation	Time	Person responsible	Documents to be submitted
1	Planning and budgeting.	09/15/2025 - 09/19/2025	Head of Department	Plan and budget.
2	Publishing the plan on the website.	10/15/2025	Head of Department	
3	Calling for submissions.	10/20/2026 - 04/30/2026	Heads of Departments	
4	Receiving submissions.	03/30/2026 - 04/30/2026	Secretary	Paper
5	Editing.	05/02/2026 - 05/09/2026	Secretary	Yearbook
6	Organizing workshops.	05/15/2026 - 05/31/2026	Organizing Committee	Conference documents
7	Preparing payment documents.	06/14/2026	Head of Department, Assistant	Payment records

Recipients:

- Department of Science and Technology;
- All students, trainees, and lecturers;
- File: Faculty of Electrical and Electronic Engineering

HEAD OF DEPARTMENT

Dr. LE THANH TOI

**BUDGET ESTIMATE FOR ORGANIZING THE FACULTY-LEVEL SCIENTIFIC CONFERENCE IN THE
ACADEMIC YEAR 2025-2026**

NUMERICAL ORDER	CONTENT OF WORK	EXPLANATION	AMOUNT OF MONEY (VND)	NOTE
1	Printing		1,300,000	
	Printing of conference banners	1 item x 500,000 VND	500,000	
		2 posters x 150,000 VND	300,000	
		5 books x 100,000 VND	500,000	
2	Printing of posters	15 posters x 160,000 VND	2,400,000	
3	Printing of conference proceedings	2 people x 250,000 VND	500,000	
4	Author's fees	2 people x 500,000 VND	1,000,000	
5	Editorial fees	4 boxes x 100,000 VND	400,000	
6	Remuneration for external authors participating	70 people x 20,000 VND	1,400,000	
	TOTAL		7,000,000	

Ho Chi Minh City September 16, 2025