



ePaper Guidebook

[FOR AUTHORS]

UGM Annual Scientific Conferences



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ACCOUNT REGISTRATION

This section will guide you through the registration of your ePaper Management account.

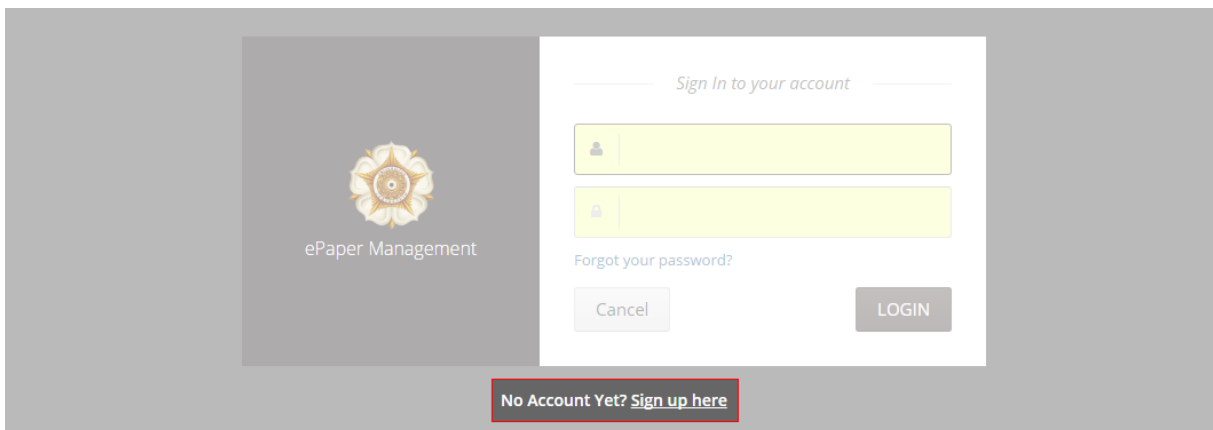
1. Go to the [ePaper Management](#) site.



Alternatively, you can simply click the [Register](#) button on the respective UASC website, which will redirect you to the ePaper Management site.



2. Below the login form, click [Sign up here](#).





3. Enter your details and click **Submit** to create your account.

Notes:

- Add your country's phone code (e.g. **+62** for Indonesia)
- Enter **only one** active email address
- You can change these details later (except for your email)

Create new ePaper account

Country	Indonesia
Email	username@example.com
Password
Confirm Password
Status	Student
Salutation	Mr.
First Name	Lorem Ipsum
Last Name	Amet
Address	Pogung Dalangan, Mlati, Sleman, Yogyakarta - Indonesia
Affiliation	Department of <u>Abc</u> , Faculty of Def, <u>Universitas Gadjah Mada</u>
Mobile Phone	+62 8520000000
<input checked="" type="checkbox"/> I Agree to the ePaper Terms of Service and Privacy Policy	

SUBMIT

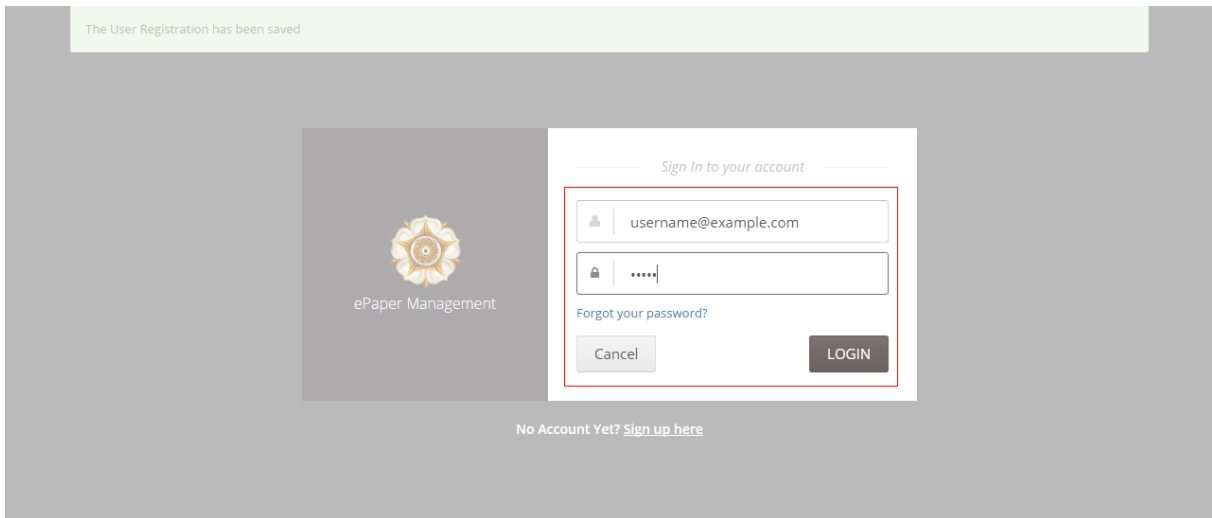
4. Your account has been created. Your user ID and password will be sent to your email.



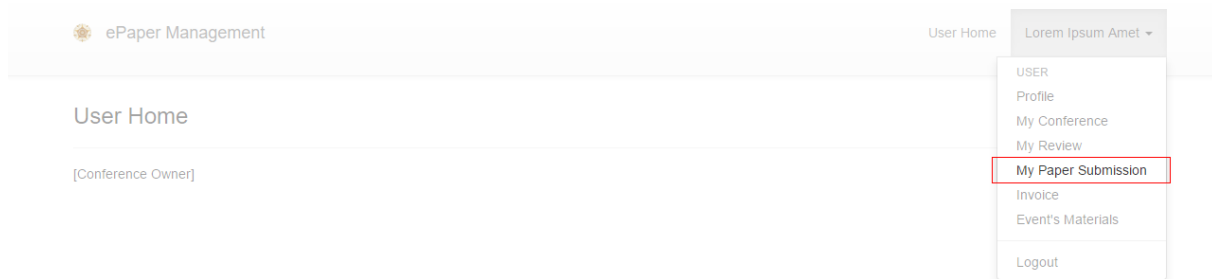
Further steps for participants (non-presenters)

Conference participants who will not be presenting a paper or poster should continue with the following steps.

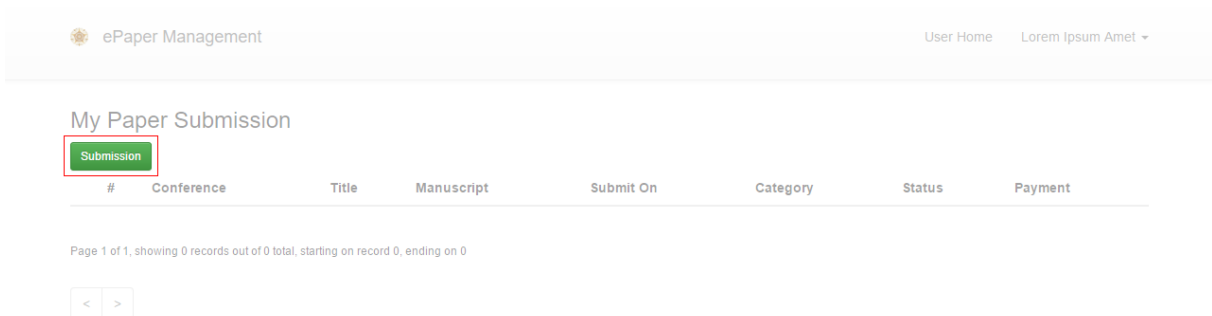
5. Once you have received your user ID and password, log into your account.



6. Click on your name in the top-right corner of the page and select **My Paper Submission**.



7. Click the **Submission** button.





8. Select **Participant** under **Type of presentation** and then click **Submit**.

ePaper Management User Home Lorem Ipsum Amet ▾

Paper Submission

Conference:

Type of presentation: Oral Poster **Participant (No Present Paper)**

Symposia:

Topic:

Title:

Abstract:

Author:

Name	<input type="text"/>	Email	<input type="text"/>	Authorship	<input type="text" value="- Authorship -"/>	<input type="button" value="+ Author"/>
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Paper/Abstract (Max. 10MB):

If you require further assistance, please email the conference's contact person.

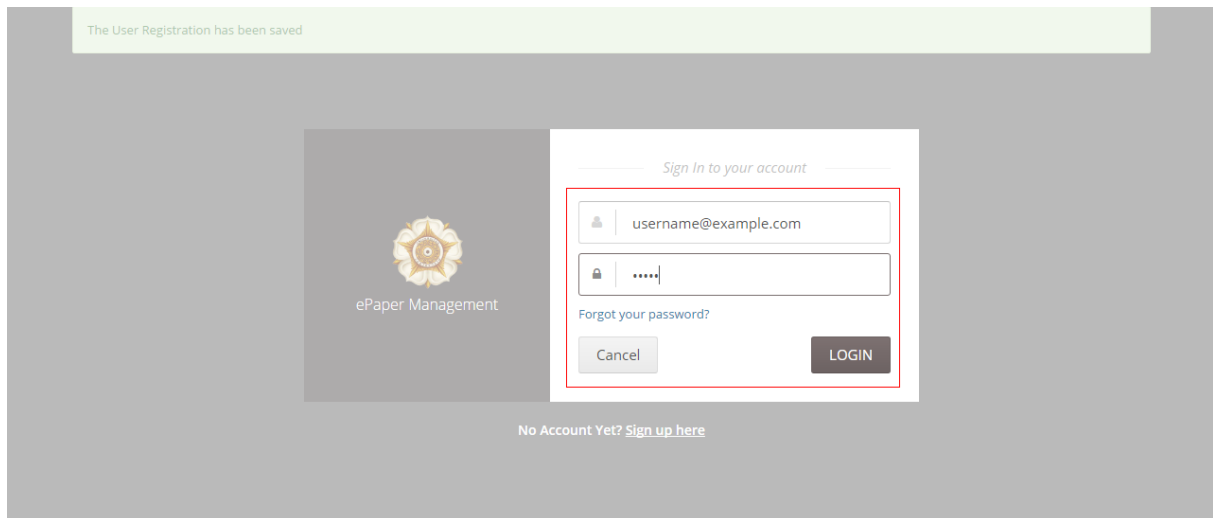
ABSTRACT SUBMISSION

Once your ePaper Management account has been created, you will be able to use this account to submit your abstract. This section will guide you through your abstract submission.

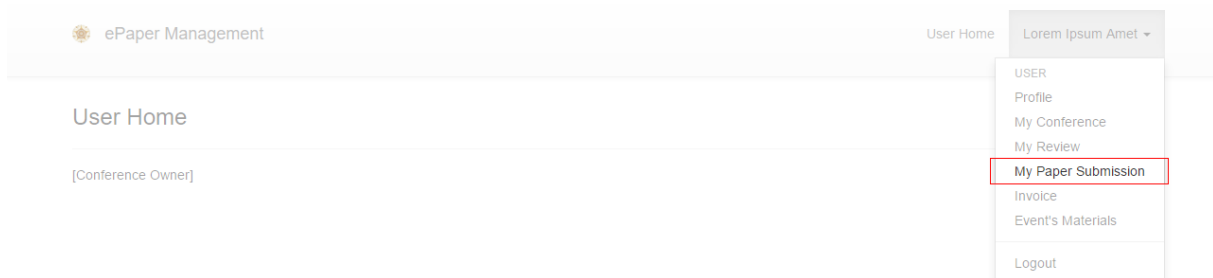


Please ensure that you are using the correct account to submit your manuscript, as an invoice will be generated for this account.

1. Sign in to your account.



2. Once you are logged in, click on your name in the top-right and select **My Paper Submission**.



3. Click the **Submission** button.

ePaper Management User Home Lorem Ipsum Amet ▾

My Paper Submission

Submission

#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
Page 1 of 1, showing 0 records out of 0 total, starting on record 0, ending on 0							
< >							

4. Fill in the form and then click **Submit** to send your abstract.

Notes when selecting authorship:

- Select **First Author** for first author
- If the corresponding author is not a first author, select **Corresponding Author**
- Select **Co-Author** for another author

Paper Submission

Conference

Type of presentation Oral Poster Participant (No Present Paper)

Symposia

Topic

Title

Abstract

Author	Name	Email	Authorship	
	<input type="text" value="Dolor Sit Amet"/>	<input type="text" value="dolorsit@example.com"/>	<input type="text" value="First Author"/>	<input type="button" value="+ Author"/>
	<input type="text" value="Lorem Ipsum Amet"/>	<input type="text" value="username@example.com"/>	<input type="text" value="Corresponding Author"/>	<input type="button" value="Remove"/>
	<input type="text" value="Consectetur Adipiscing Eli"/>	<input type="text" value="consectetur@example.com"/>	<input type="text" value="Co-Author"/>	<input type="button" value="Remove"/>

Paper/Abstract (Max. 10MB)

SUBMIT



5. Your abstract has successfully been submitted. You will now be able to view your abstract in the [My Paper Submission](#) and [Active Paper](#) pages.

ePaper Management User Home [Lorem Ipsum Amet](#) ▾

Paper has been submitted, waiting for review!

My Paper Submission

Submission

#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
Ad ▾ 11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Manuscript submitted	

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

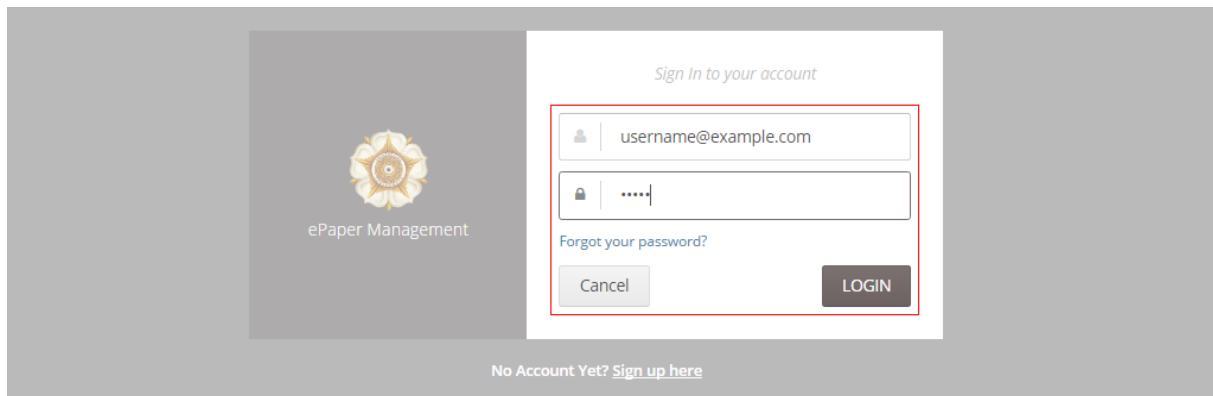
< >

If you require further assistance with submitting your abstract, please email the conference's contact person.

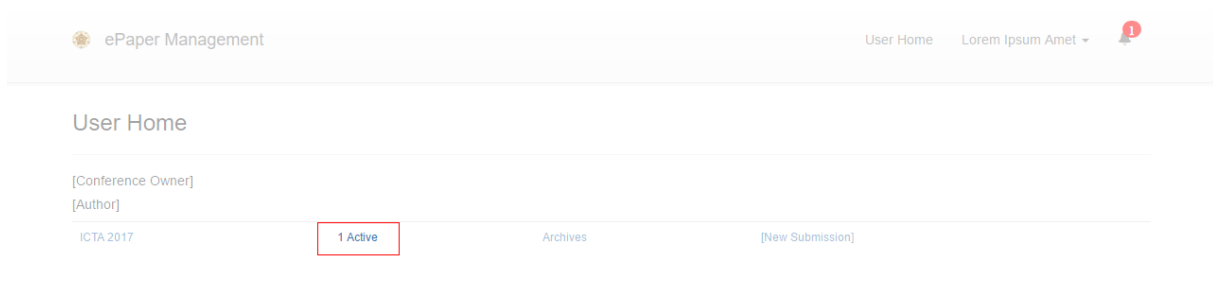
FULL PAPER SUBMISSION

If your abstract is accepted, you will be able to submit your full paper. Follow these steps to do so.

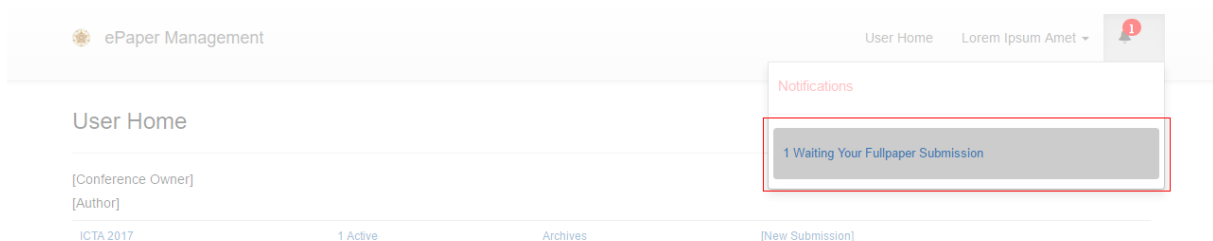
1. Sign in to your account.



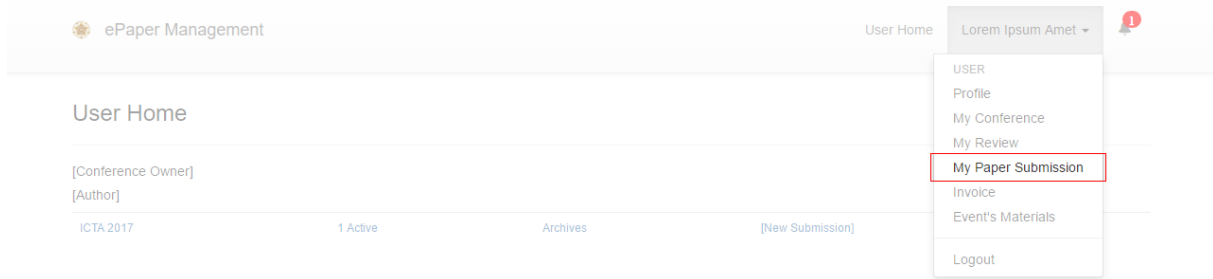
2. In the [User Home](#) page, click your [Active](#) paper.



Alternatively, you can click the notification in the top-right of the page.

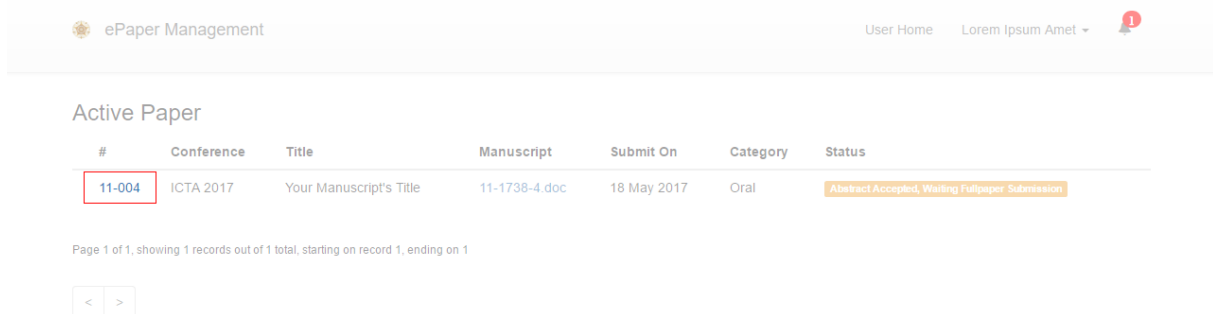


You can also access your paper by clicking your name in the top-right of the page and then selecting [My Paper Submission](#).

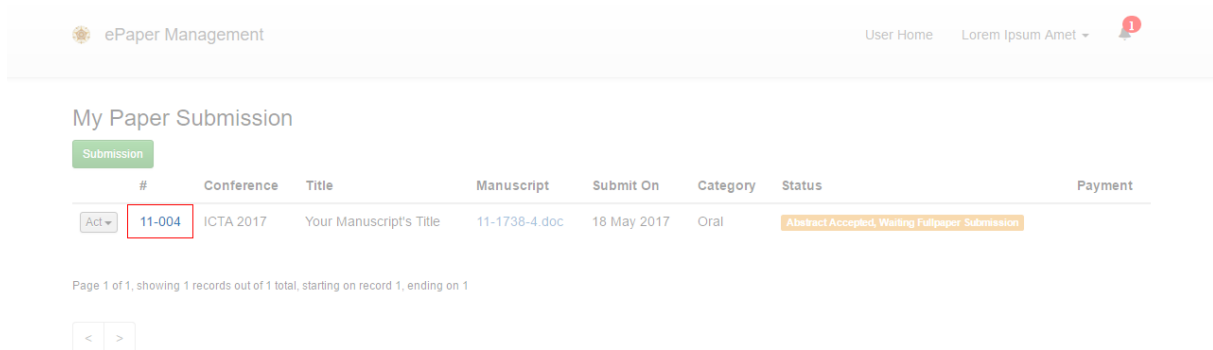


The screenshot shows the 'User Home' page of the ePaper Management system. In the top right corner, the user's name 'Lorem Ipsum Amet' is displayed with a dropdown arrow. A dropdown menu is open, listing several options: USER, Profile, My Conference, My Review, **My Paper Submission** (highlighted with a red box), Invoice, Event's Materials, and Logout. A notification icon with the number '1' is visible next to the user's name.

3. Click your [paper's ID](#).

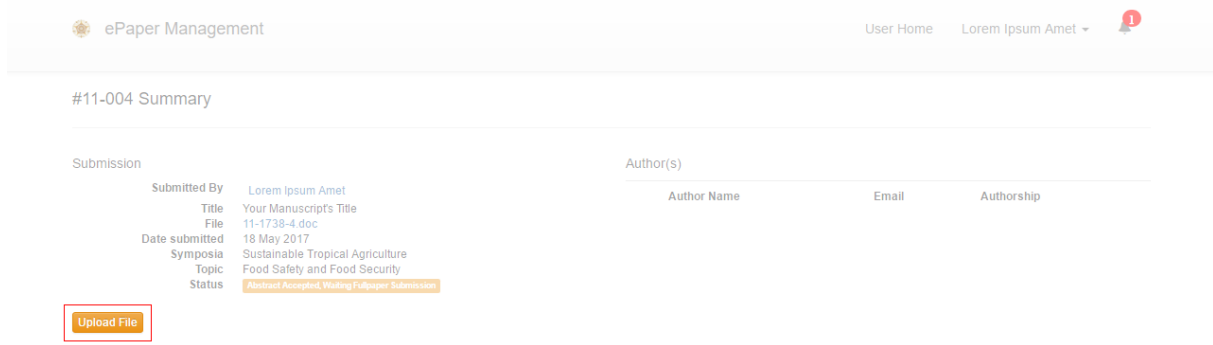


The screenshot shows the 'Active Paper' section. It features a table with the following columns: #, Conference, Title, Manuscript, Submit On, Category, and Status. The first row contains the following data: # 11-004 (highlighted with a red box), Conference ICTA 2017, Title Your Manuscript's Title, Manuscript 11-1738-4.doc, Submit On 18 May 2017, Category Oral, and Status Abstract Accepted, Waiting Fullpaper Submission. Below the table, it indicates 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1' and includes navigation arrows.



The screenshot shows the 'My Paper Submission' section. It features a table with the following columns: #, Conference, Title, Manuscript, Submit On, Category, Status, and Payment. The first row contains the following data: # 11-004 (highlighted with a red box), Conference ICTA 2017, Title Your Manuscript's Title, Manuscript 11-1738-4.doc, Submit On 18 May 2017, Category Oral, Status Abstract Accepted, Waiting Fullpaper Submission, and Payment. Below the table, it indicates 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1' and includes navigation arrows.

4. Your paper's summary will appear. Click the [Upload File](#) button.

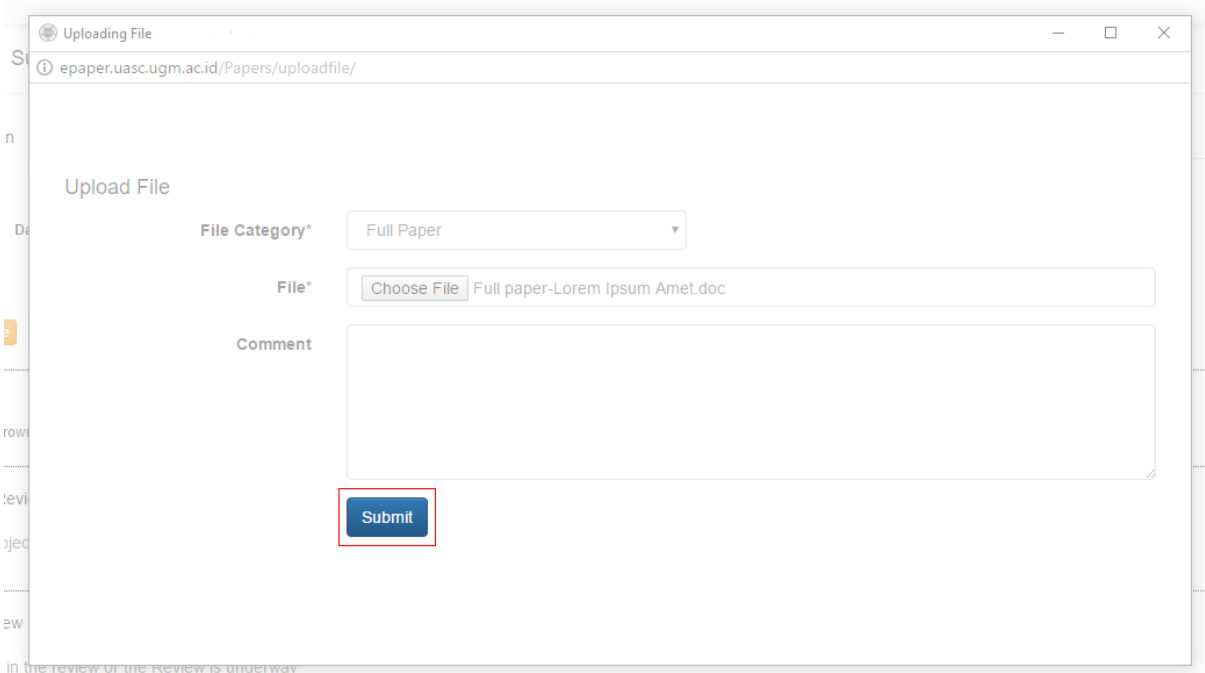


The screenshot shows the '#11-004 Summary' page. It is divided into two main sections: 'Submission' and 'Author(s)'. The 'Submission' section lists details such as Submitted By (Lorem Ipsum Amet), Title (Your Manuscript's Title), File (11-1738-4.doc), Date submitted (18 May 2017), Symposia (Sustainable Tropical Agriculture), Topic (Food Safety and Food Security), and Status (Abstract Accepted, Waiting Fullpaper Submission). The 'Author(s)' section has columns for Author Name, Email, and Authorship. At the bottom left, there is an 'Upload File' button highlighted with a red box.

5. A new window will appear, through which you can upload your full paper. Once you

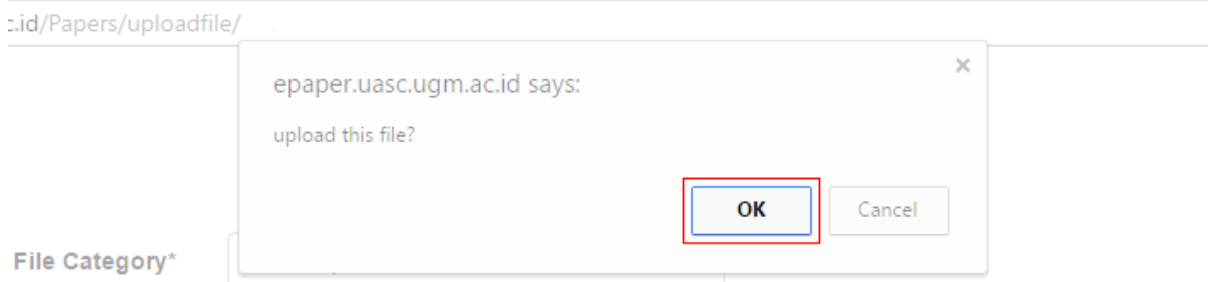
Notes:

- Select **Full Paper** for a new full paper
- If you submit a revised full paper, select **Revised Full Paper**
- If your paper has supplementary files, select **Supplementary File**



have selected the [File Category](#) and attached your full paper, click [Submit](#).

A confirmation dialogue will appear. Click [OK](#) to confirm your submission.







6. Your full paper has been submitted.

ePaper Management User Home Lorem Ipsum Amet ▾

#11-004 Summary

Submission		Author(s)		
Submitted By	Lorem Ipsum Amet	Author Name	Email	Authorship
Title	Your Manuscript's Title			
File	11-1738-4.doc			
Date submitted	18 May 2017			
Symposia	Sustainable Tropical Agriculture			
Topic	Food Safety and Food Security			
Status	Fullpaper Submitted			

File	File Category	Comment	Uploaded
 	Full Paper		2017-05-18 04:06:25

If you require further assistance with submitting your full paper, please email the conference's contact person.

PAYMENT PROCEDURE



1

An invoice will be emailed to you after your paper has been accepted or (if you are not presenting) after you have registered.



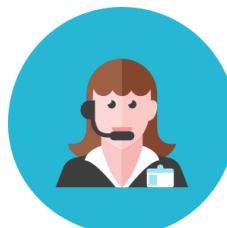
2

Make the payment via ATM/Teller/eBanking. The exact amount stated on the invoice should be paid.



3

Log into your [ePaper Management](#) account, fill in the payment confirmation form, and upload your payment receipt. Alternatively, you can [email us](#) the confirmation receipt.



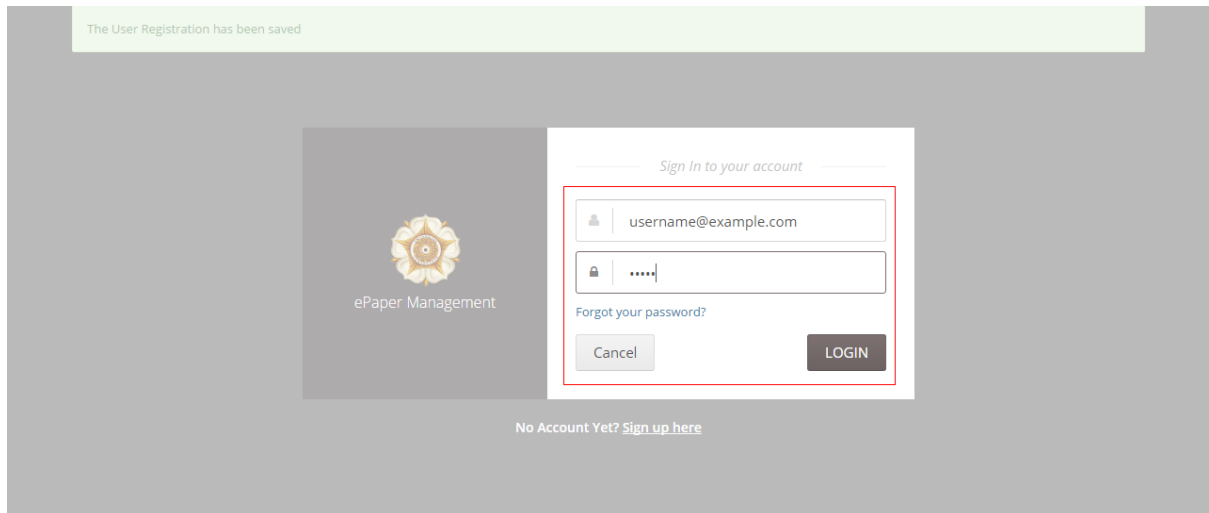
4

We will verify your payment within 1–2 business days.

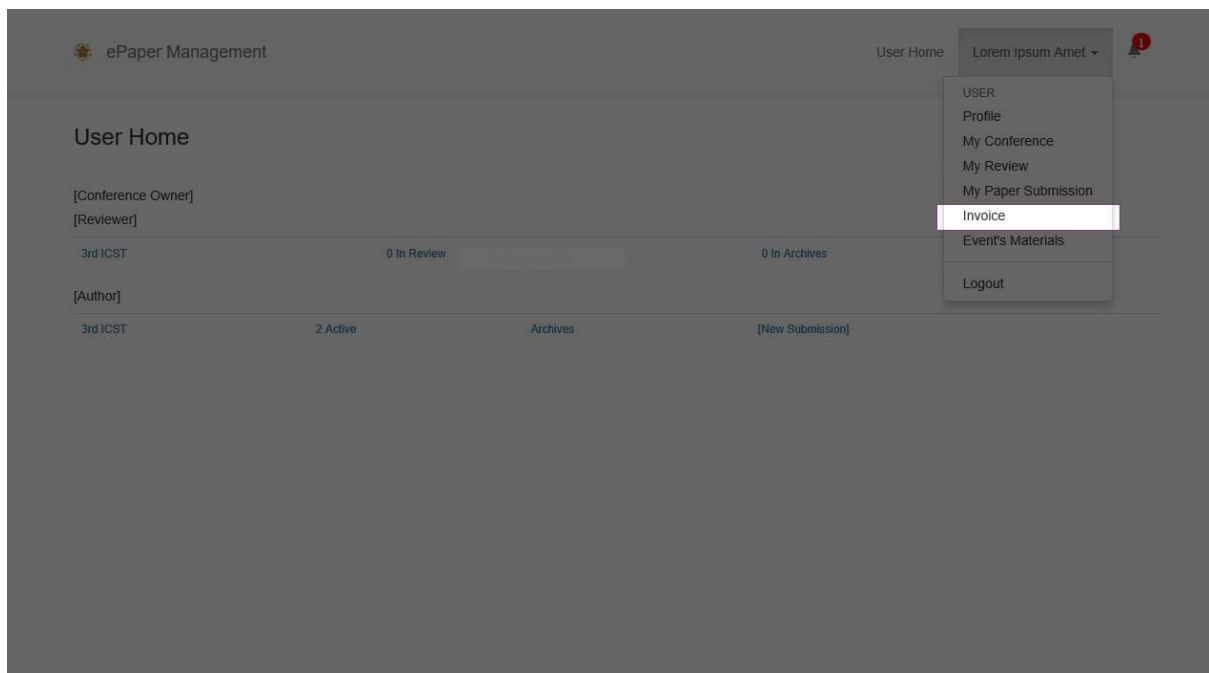
PAYMENT CONFIRMATION TUTORIAL

This tutorial covers the confirmation of your payment through the ePaper Management site. If you have any difficulties with this method, you can also email the receipt to us.

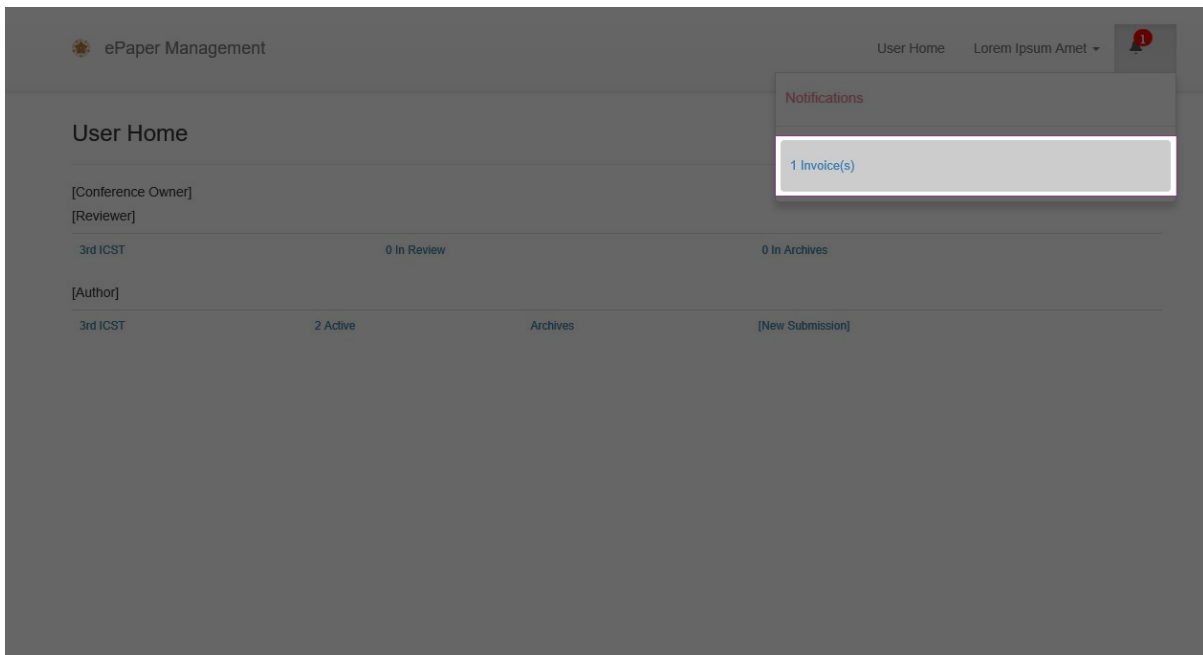
1. Sign In to your account.



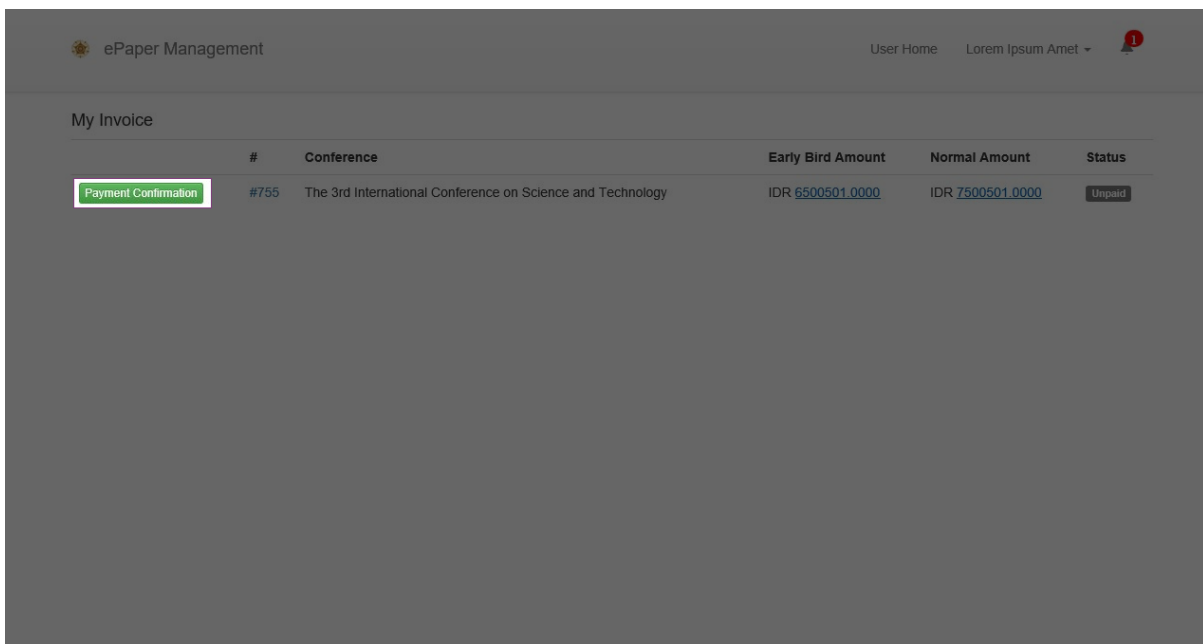
2. Once you are logged in, click on your name in the top-right and select Invoice.




Alternatively, you can click the [Notification](#) button in the top-right of the page.




3. Click the [Payment Confirmation](#) button.



4. Fill in the form and then click [Confirm](#) to confirm your payment.

 Do not use any punctuation in the **Nominal** field, or your form will be invalid.

ePaper Management User Home Lorem Ipsum Amet ▾ 

Payment Confirm

Conference The 3rd International Conference on Science and Technology

Bank*

Nominal* Full amount only

Transfer Date*

Account Name*


Account Number*

Receipt File
file type (png, jpg, jpeg, pdf, docx, doc OR rtf)

Note/message

***) Required.**

5. Your payment confirmation has successfully been submitted. We will verify your payment within 1–2 business days.

ePaper Management User Home Lorem Ipsum Amet ▾ 

Thank You for your payment confirmation, we'll verify as soon as possible.

My Invoice

#	Conference	Early Bird Amount	Normal Amount	Status
Payment Confirmation #755	The 3rd International Conference on Science and Technology	IDR 6500501.0000	IDR 7500501.0000	Unpaid

If you require further assistance with confirming your payment, please feel free to [contact us](#). You can also [email](#) your confirmation receipt.



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Whatsapp (+62) 811-2576-950