Submit-Manuscript.Org
Cloud Conference Management System

Technical Instructions

Creating and Managing Conferences via the Submit-Manuscript.Org

Version 1.3.0

PT. PAJON TEKNOLOGI
FEBRUARY 2021

Submit-Manuscript.Org is an online conference management system, initiated, developed and maintained under the supervision and funding of Universitas Indonesia and PT. PAJON Teknologi Indonesia.

For complete information, please visit the web application http://submit-manuscript.org.

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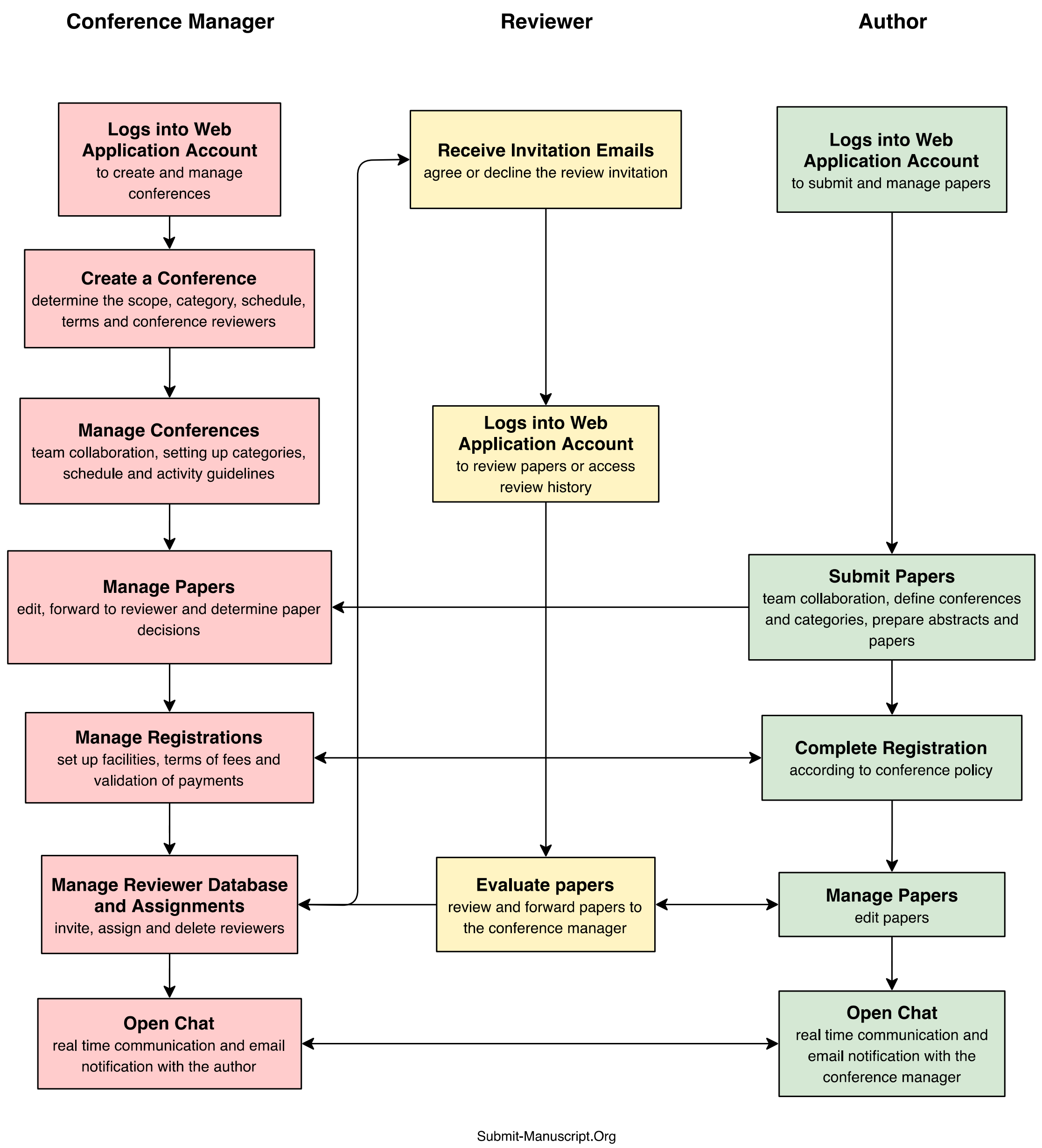
About Submit-Manuscript.Org

Submit-Manuscript is a cloud technology solution for managing and publishing conferences online. Submit-Manuscript has a very flexible conference management, designed to help conference organizers and simplify the managerial tasks associated with managing conferences, while increasing record keeping and efficiency of the editorial process. This project aims to improve the quality of the papers of the conference through innovations with a transparent policy process.

Flow and System Description

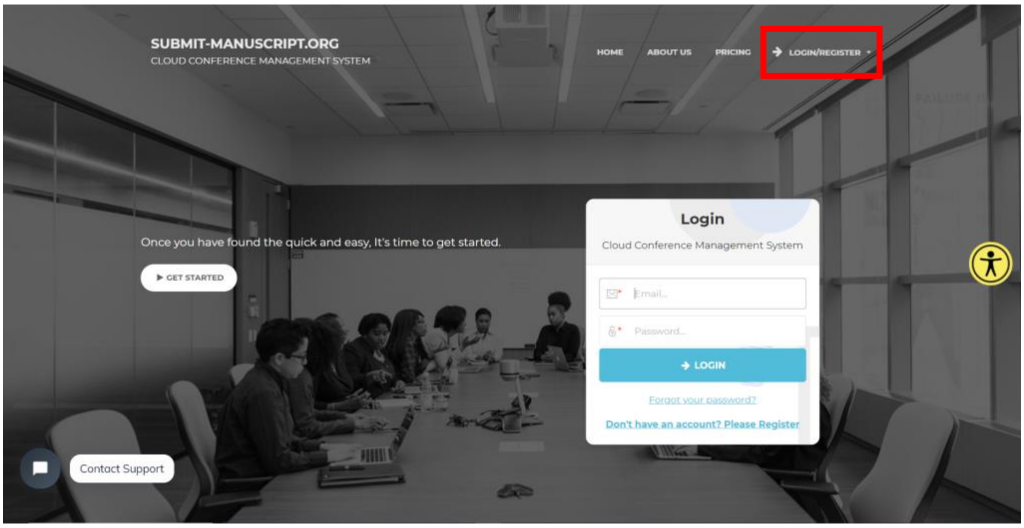


User Guide for Conference Manager

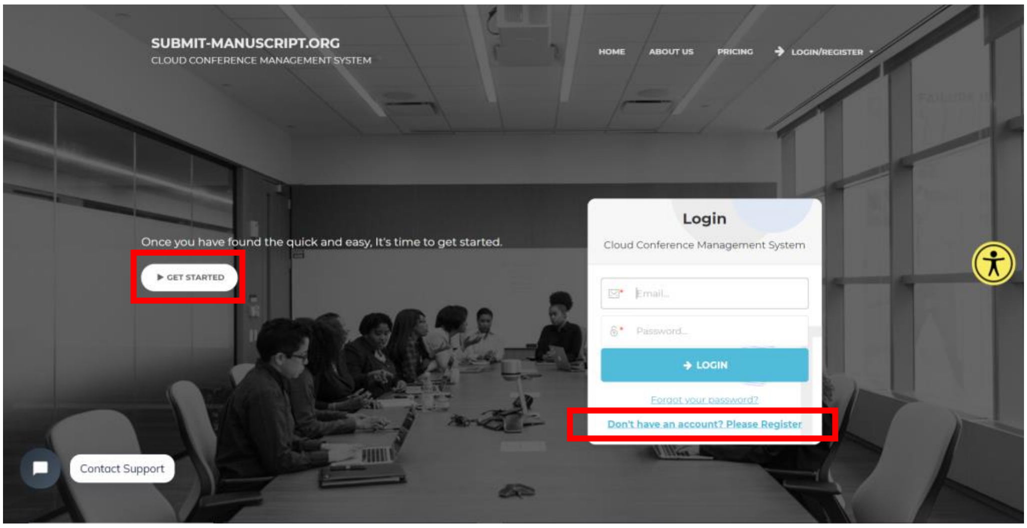
1. Create and Manage Conferences

1.1. Login

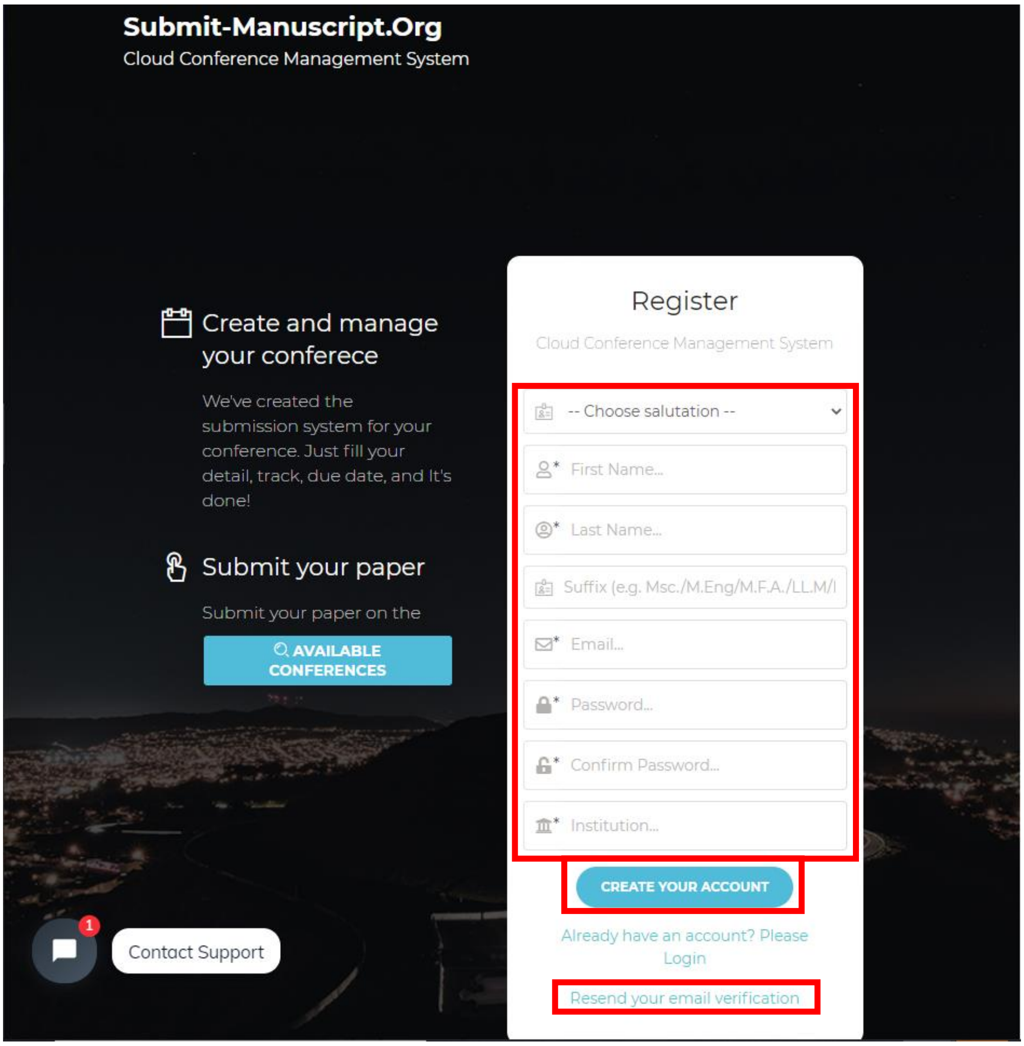
1. Open the Submit-Manuscript.Org Web Application. Click the *"Login / Register"* menu to logs a web account.



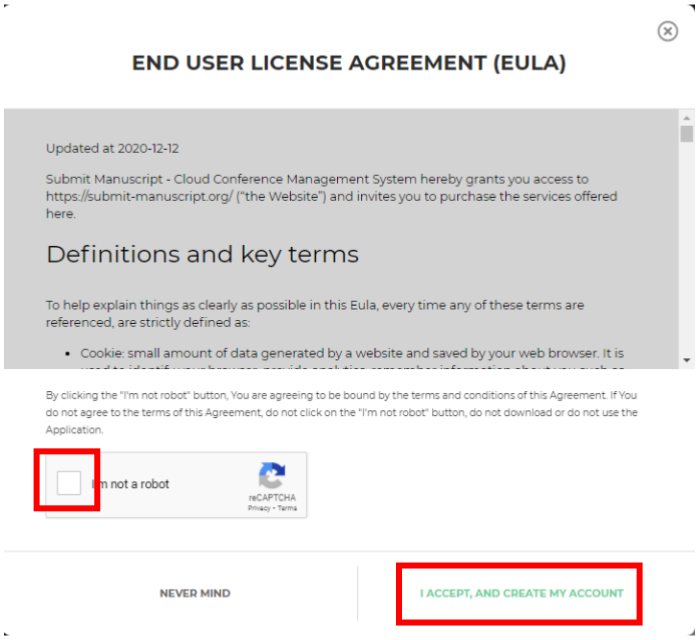
2. Register if you do not have an account. Click the link *"Don't have an account? Please Register"* or the *"Get Started"* button to register.



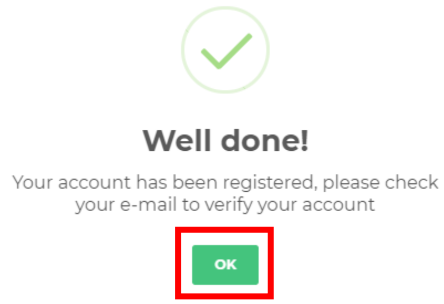
3. Fill in the data on the form according to the required information, then click the *"Create your account"* button. An activation email will automatically be sent to the registered email address.



4. Check the checkbox *"I'm not a robot"* then click the *"I accept, and create my account"* button to accept the terms and condition's web application.

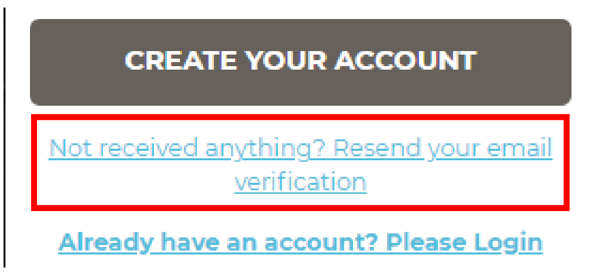


A registered account information pop up will appear, you can verify your account via a message sent to the registered email.



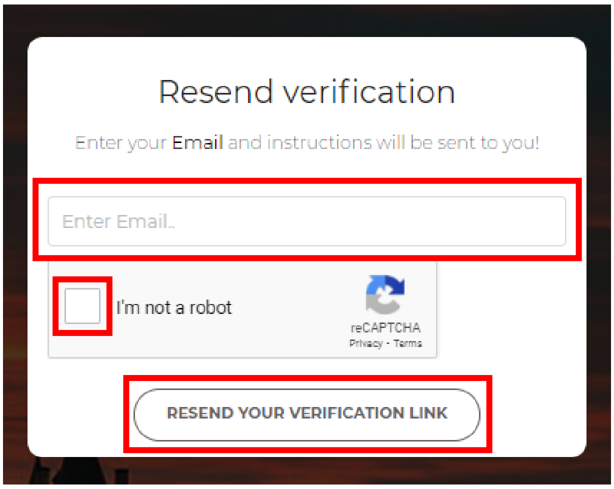
Click the "Ok" button to finish.

5. If the activation email has not been received within 24 hours, please resend the activation email.

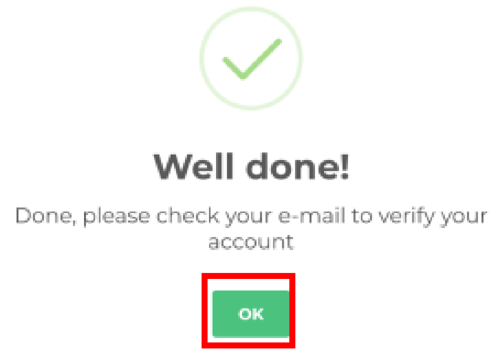


You can do it by clicking the *"Resend your email verification"* link.

6. Enter your account email address that was previously registered, then check the checkbox "I'm not a robot" and click the "Resend your verification link" button. An activation email will automatically be sent back to the registered email address.

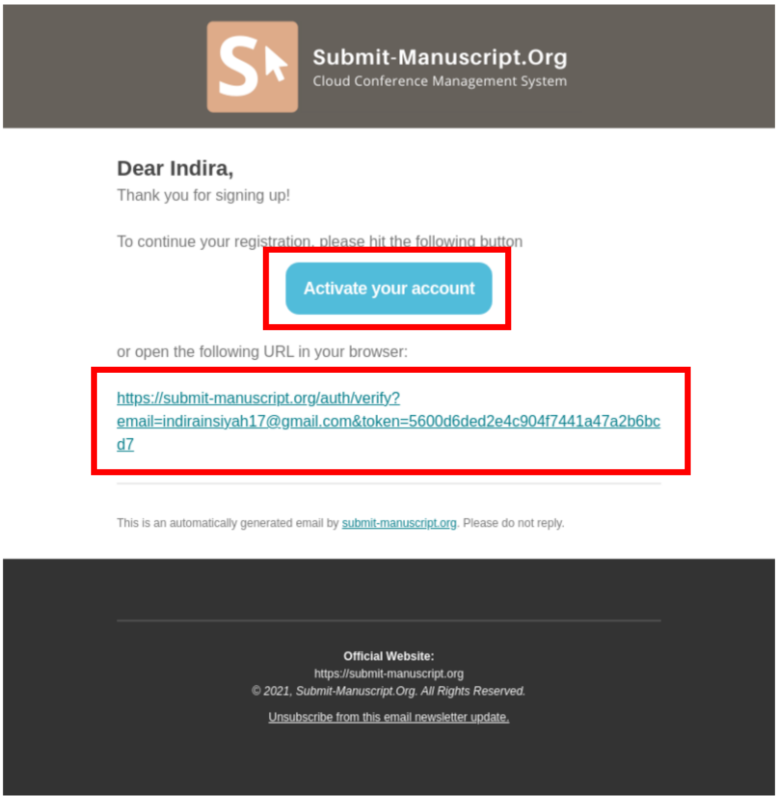


The activation email information pop up has been sent again, you can verify your account via a message sent to the registered email.

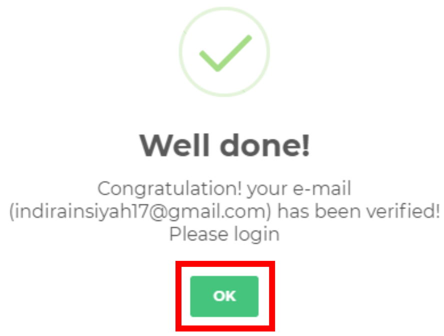


Click the "Ok" button to finish.

7. Activate the email by clicking the *"Activate your account"* button or clicking the activation link provided in the Activation Email that has been sent.

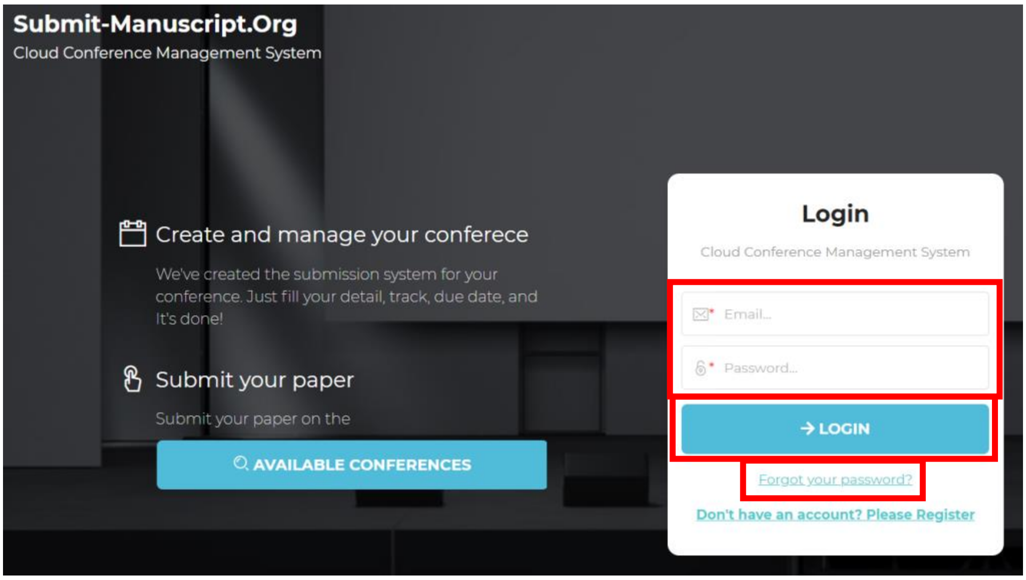


A successfully activated email information pop up will appear, you can log in using the registered account.



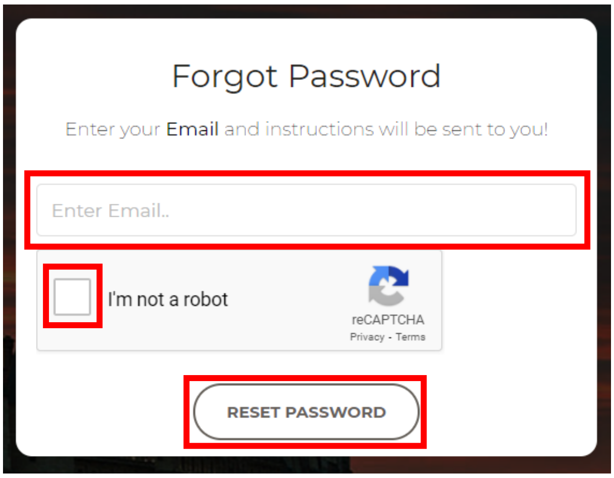
Click the "Ok" button to finish.

8. Log in to your account using your email address and password, then click the *"Login"* button.

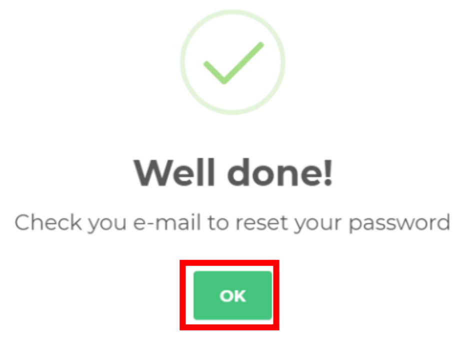


You can reset your password, if you forget the existing account password by clicking the *"Forget your password?"* Link.

9. Enter the email address for the previously registered account, then check the verification *"I'm not Robot"* and click the *"Send Reset Password"* button. A password reset email will automatically be sent to the registered email address.

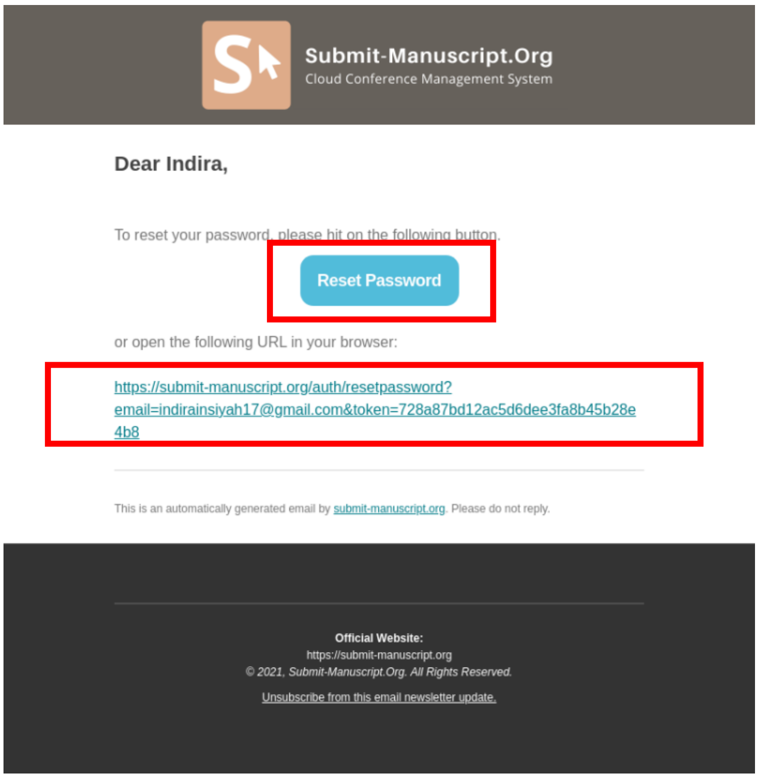


The email password reset email information pop up has been sent successfully, you can reset the password via the email that was sent.



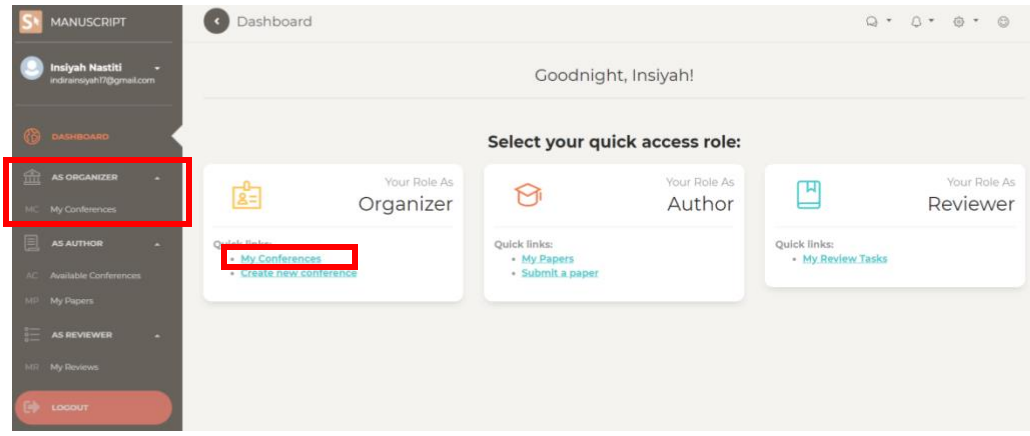
Click the "Ok" button to finish.

10. Perform password reset by clicking the *"Reset your account"* button or clicking the activation link provided in the password reset email that has been sent.

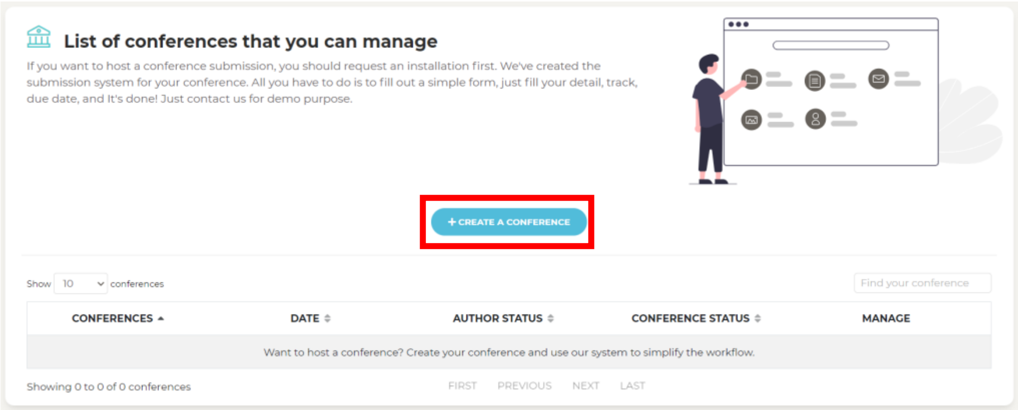


1.2. Create Conferences

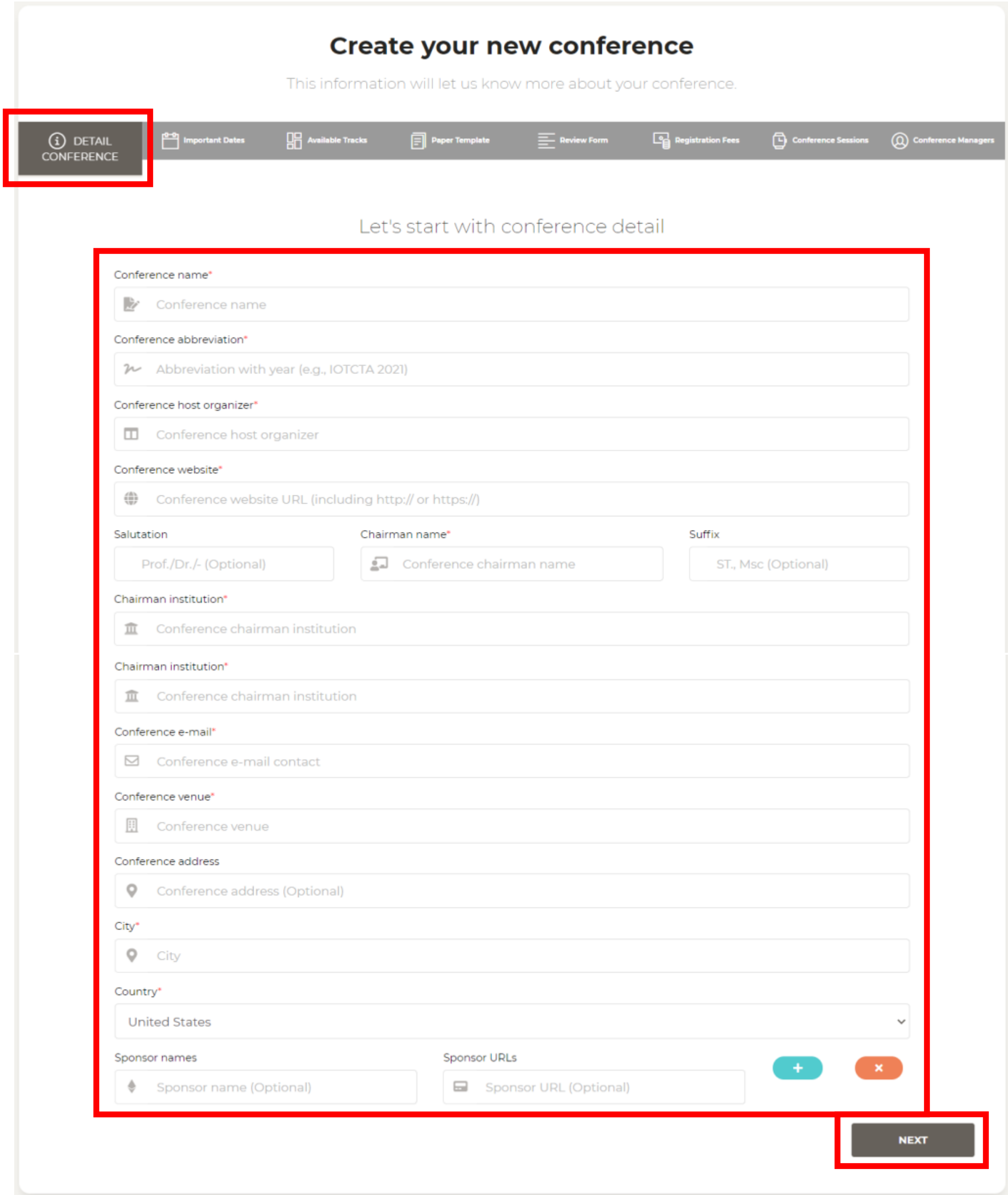
1. Click the dropdown *“As Organizer”* then click the *"My Conferences"* menu.



Click the *"Create a Conference"* button to create a conference.

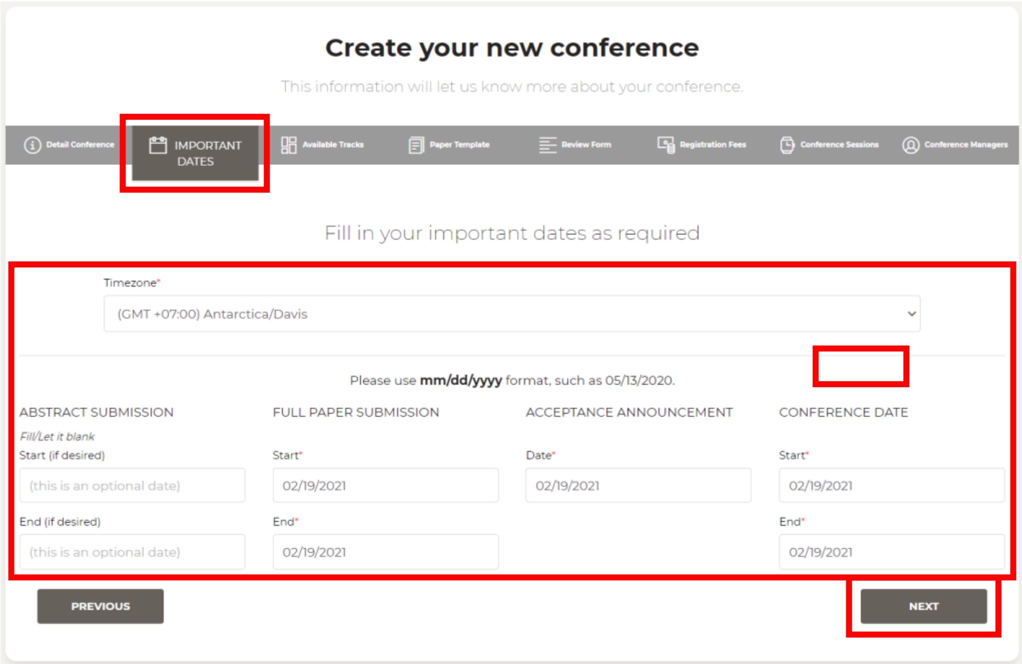


2. Fill in the conference details on the form according to the required information then click the *"Next"* button to continue to the next process.
   ***Please noted that filling out the conference details form is mandatory.**

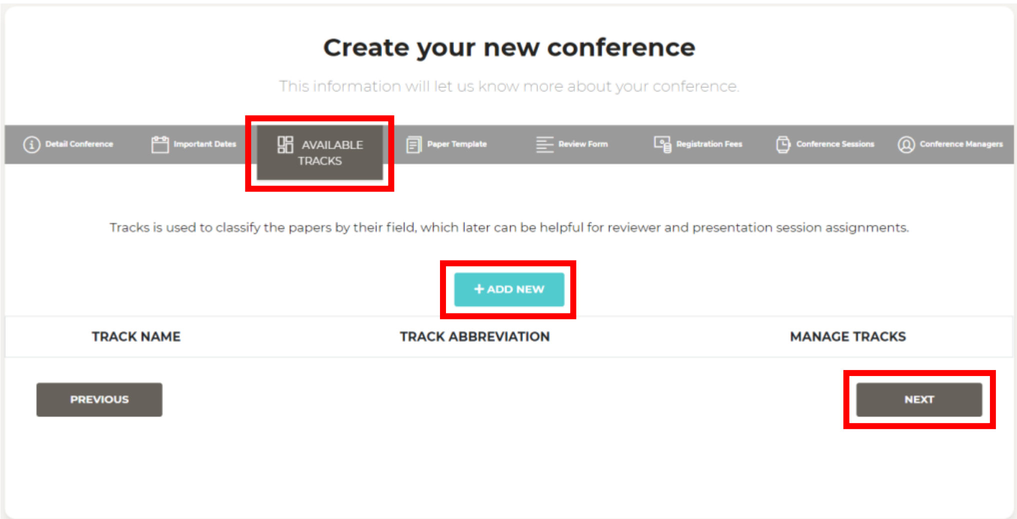


3. Fill in the important schedule date for conference activities on the form according to the information required on the *"Important Dates"* tab, then click the *"Next"* button to proceed to the next process.

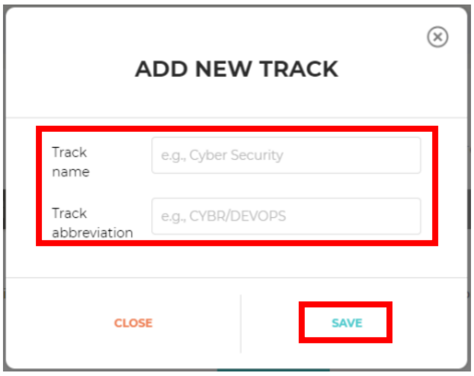
*** Please note, that the abstract submission schedule is optional.**



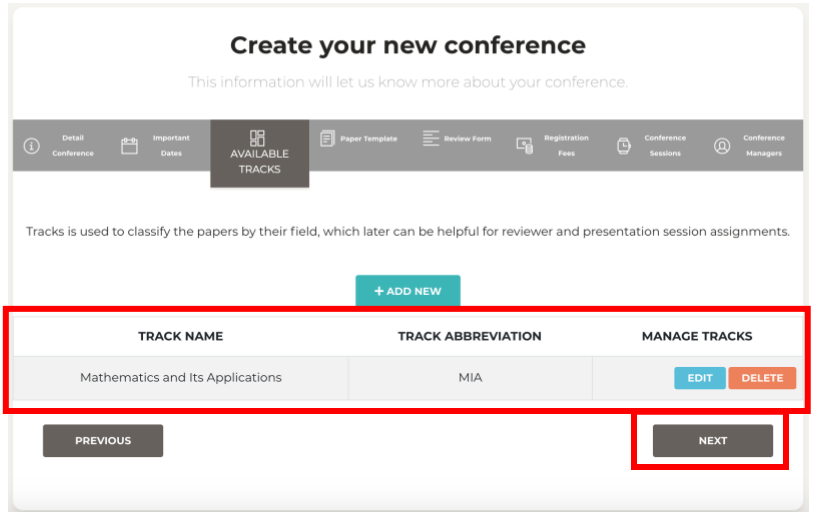
4. Click the *"Add New"* button to add a paper category or field or symposium on the *"Available Tracks"* tab, then click the *"Next"* button to continue to the next process.
***Please note, that the addition of a paper category is optional. You can also add it later via the *My Conferences page > Edit Conference*.**



5. Fill in the category data on the pop-up form according to the required information,

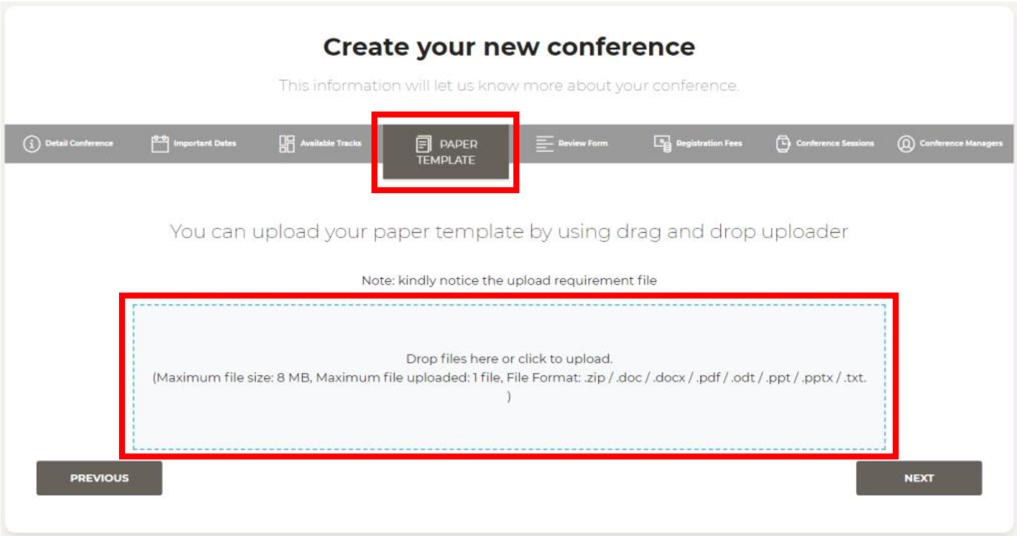


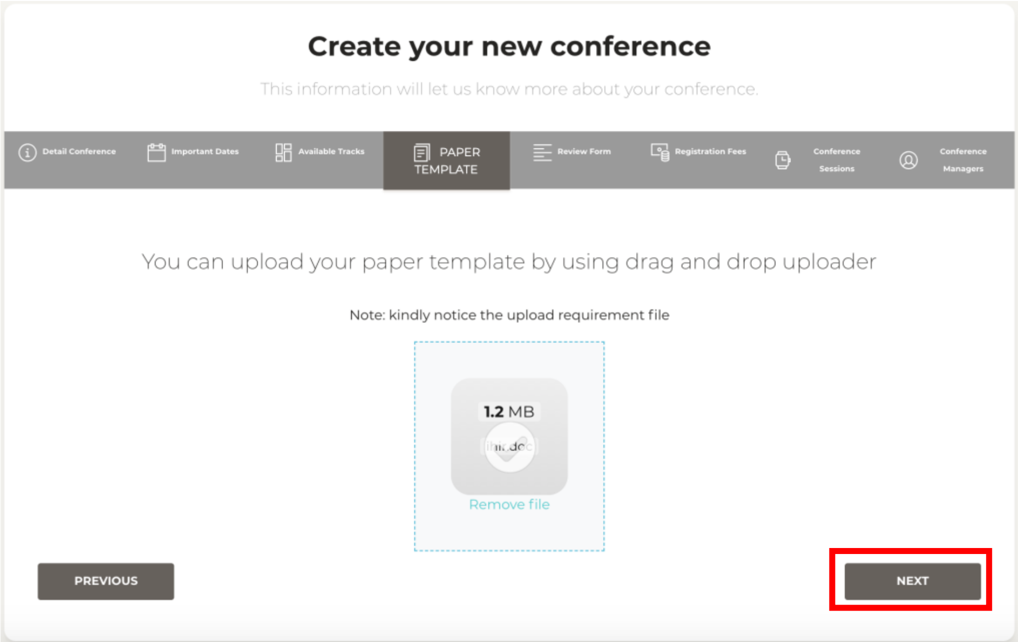
then click the *"Save"* button to save the created category list.



Tracks that you add will appear in the table, then click the *"Next"* button to continue to the next process.

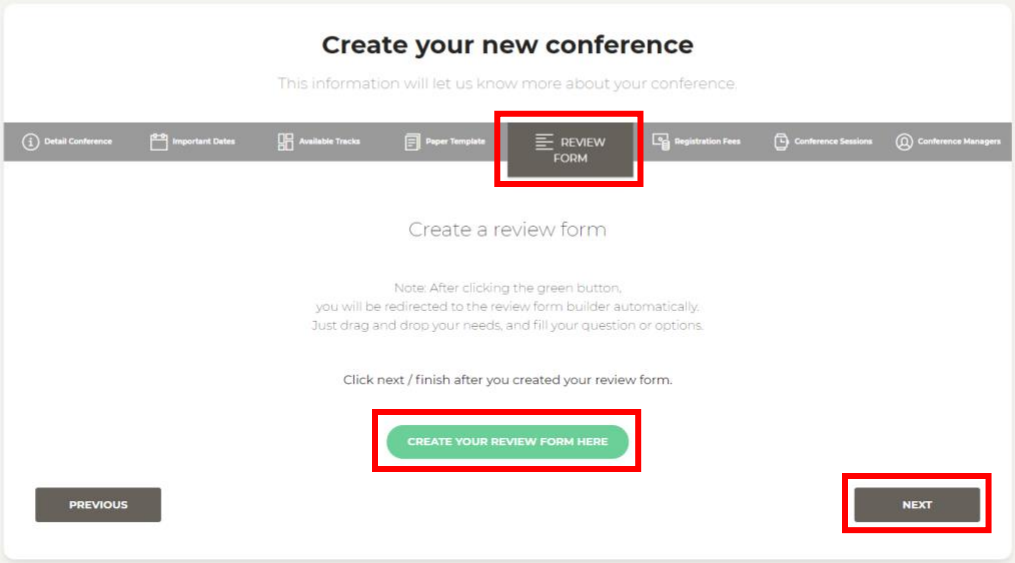
6. Upload a paper format by drag and drop files or click the bluebox to select files in the user's device on the “Paper Templates” tab.
***Please noted that the uploading of paper formats is optional. You can also add it later via the *My Conferences page > Edit Conference*. The maximum number of uploaded files is 1, 8 MB in size and in the format .zip / .doc / .docx / .pdf / .odt / .ppt / .pptx / .txt.**





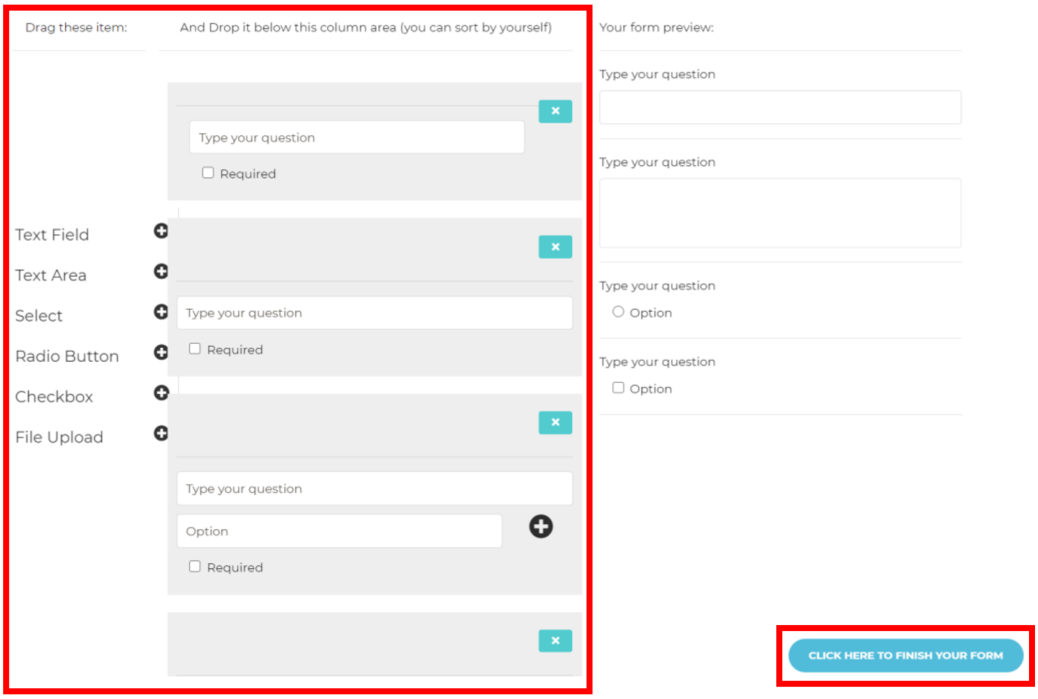
After your file is uploaded properly, then click the *"Next"* button to continue to the next process.

7. Click the *"Create Your Review Form Here"* button on the *"Review Form"* tab to create a standard form for evaluating papers by reviewers.
***Please noted, making a standard review form is optional. You can also add it later via the *My Conferences page > Edit Conference*.**



You will automatically be redirected to the standard review form creation page (this stage is shown in points 8 - 9). Then click the *"Next"* button to continue to the next process.

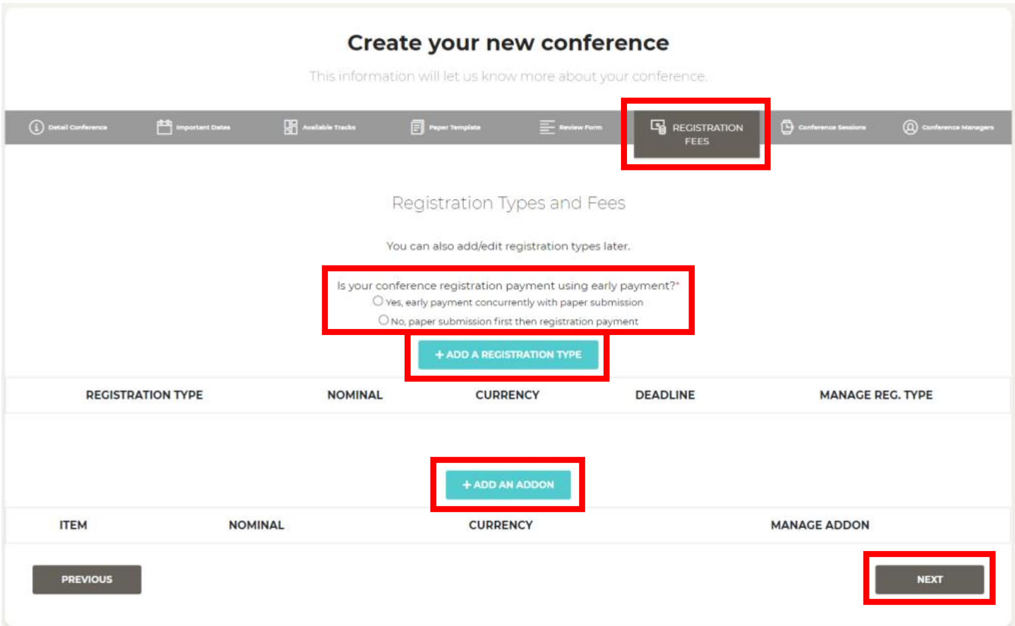
8. Create a standard review assessment form by dragging and dropping the question type options and filling out your assessment in the fields provided.



then click the "Click Here to Finish Your Form" button to complete.

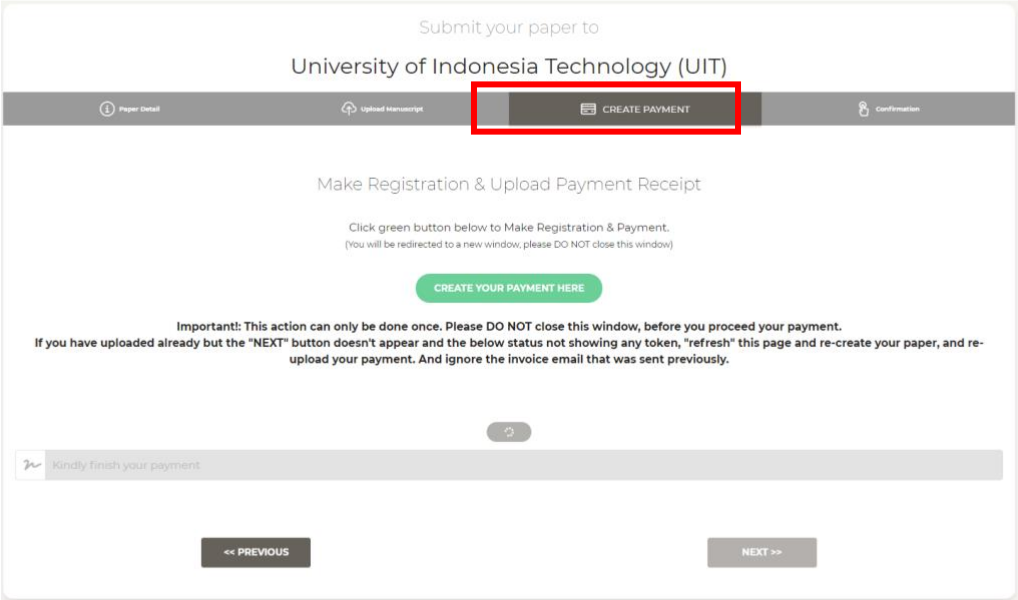
9. Click the *"Yes"* button on the pop up window to save changes to the standard review form.

10. Select the registration payment mechanism> Click the *"+ Add a Registration Type"* button to add the registration payment type > Click the *"+ Add an AddOn"* button on the *"Registration Fees"* tab to add additional facility payments.



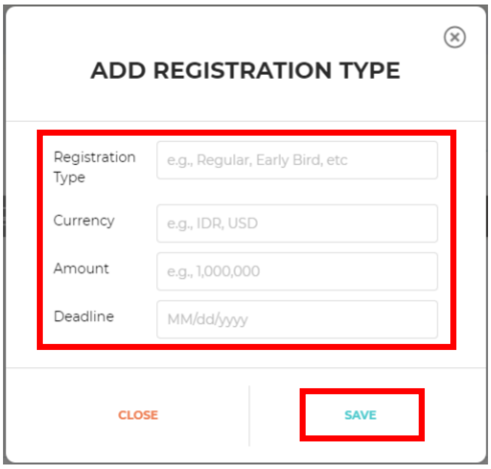
*** Please note, by default the payment mechanism is paper submission first then registration payment. If you apply an early payment ** then the registration fee arrangement will apply to the author's manuscript submission process.**

Then click the "Next" button to continue to the next process.

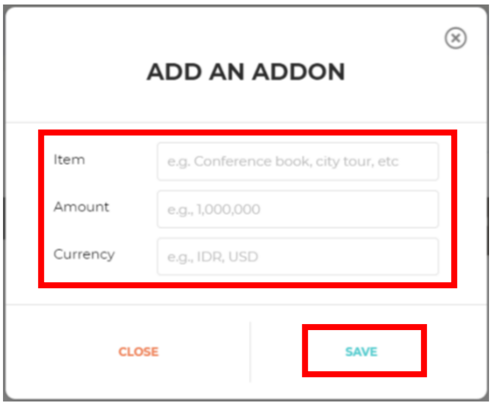


**** If you apply an early payment, the *"Create Payment"* tab will appear when the author creates a paper, so the payment will be made simultaneously with the initial submission process. If you don't apply it, the "Create Payment" tab will not appear.**

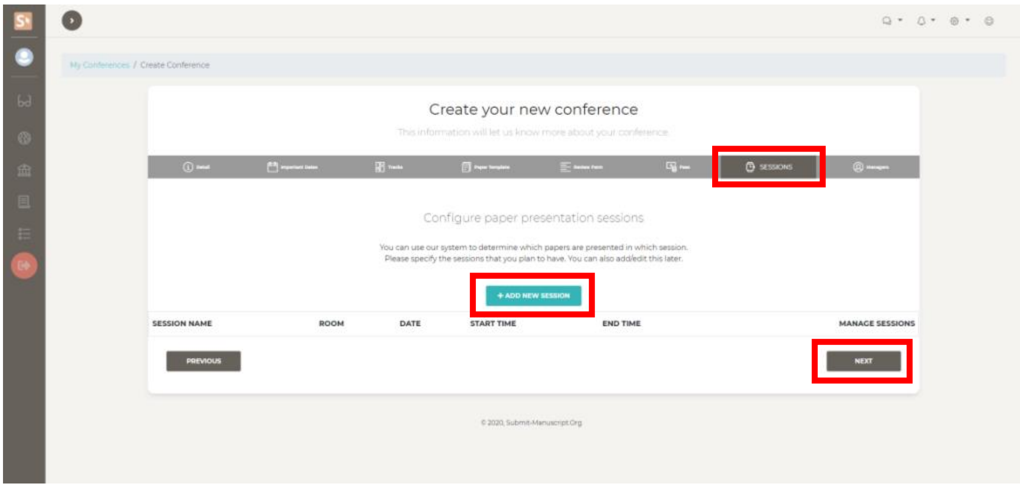
11. Fill in the registration payment data on the pop up form according to the information required then click the *"Save"* button to save the type of registration payment made.



12. Fill in the additional facility payment data on the pop up form according to the information required then click the *"Save"* button to save the type of additional facility made.

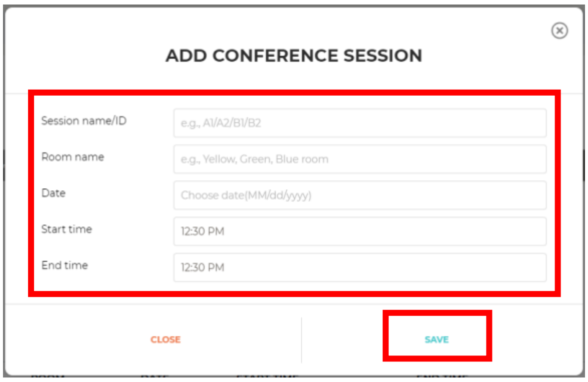


13. Click the *"+ Add a New Session"* button on the *"Sessions"* menu tab to add a list of conference sessions then click the *"Next"* button to proceed to the next process.
   ***Please noted, that adding conference sessions is optional.You can also do this later via the My Conferences> Edit Conference page.**



then click the *"Next"* button to proceed to the next process

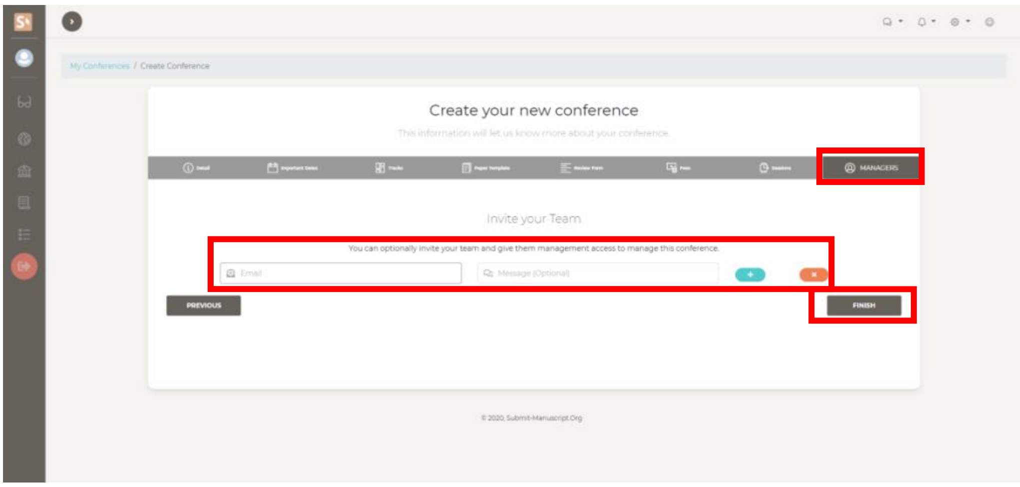
14. Fill in the conference session data on the pop up form according to the required information



then click the *"Save"* button to save a list of the created conference sessions.

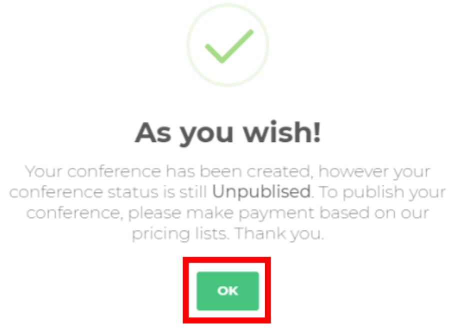
15. Fill in the conference management team data on the form according to the required information > click the *"+"* button to add a team and the *"x"* button to delete the team on the *"Managers"* menu tab.

***Please noted, that adding a conference management team is optional. You can also do this later via the My Conferences> Edit Conference page.**



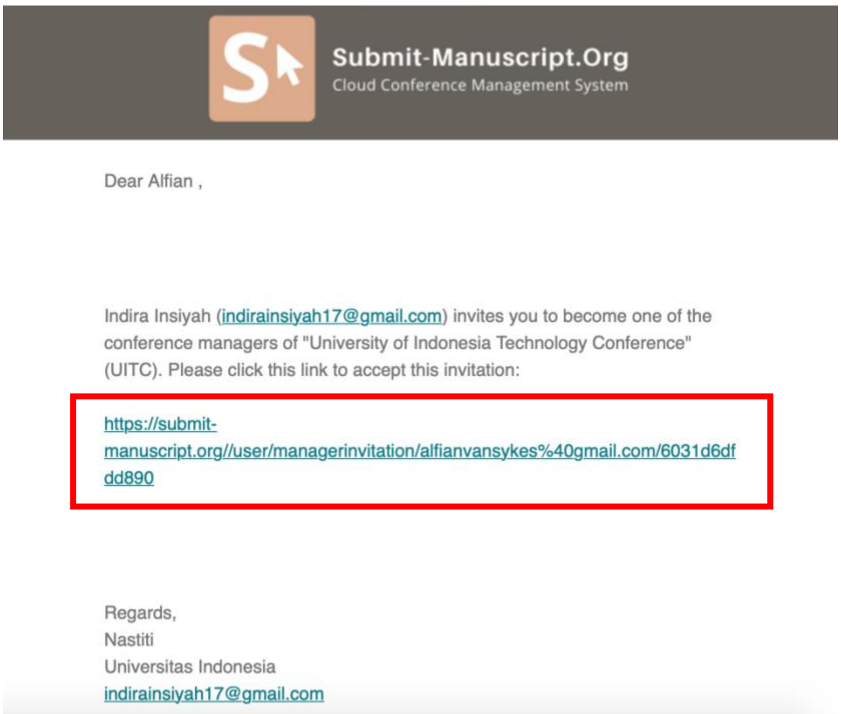
Then click the *"Finish"* button to complete the process. Team collaboration invitation email will automatically be sent to the registered email address.

The pop up conference information has been successfully created will appear.

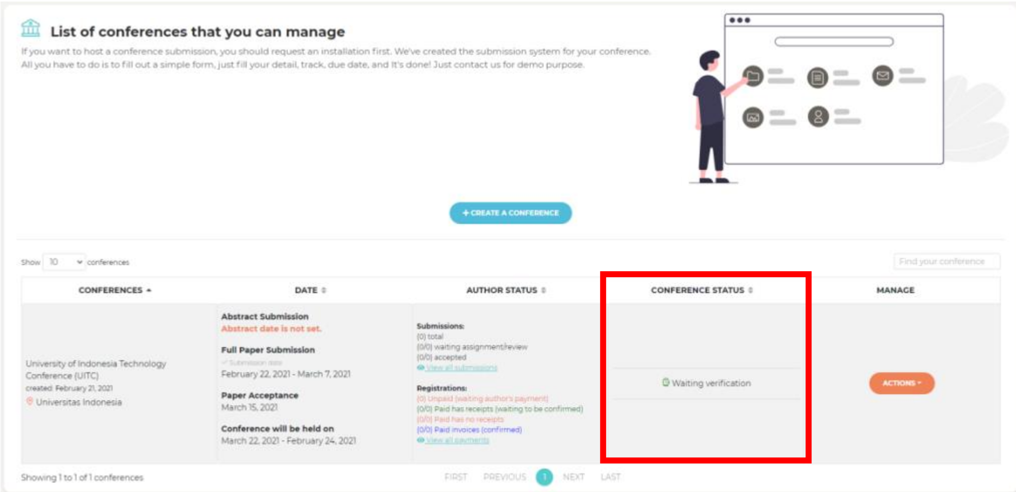


At this point, you have successfully created your conference, click the "Ok" button to finish.

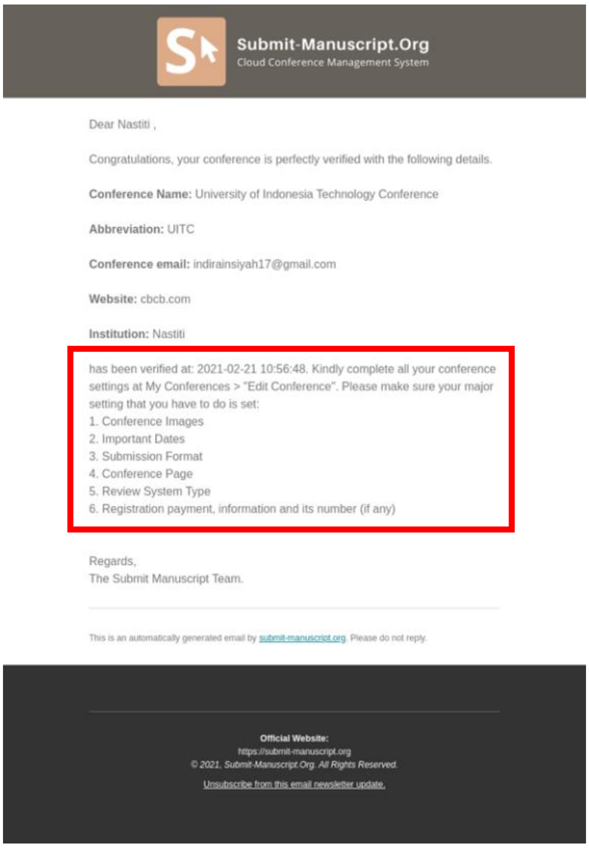
16. If you previously invited your colleagues to collaborate to be the same conference manager that you have created, they can activate it by clicking the invitation link provided in the invitation email that has been sent. If your colleague does not have an account in the previous Submit-Manuscript Web Application, they can do so by using the Email and Password hash which will be listed in the Email.



17. The conference that has been made will have the status of "Waiting Verification". You need to wait for our team to verify the conference that you have created in less than 1x24 hours.



18. You will receive an Email “Congratulations your conference is verified” if your conference has been verified by us.



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Dear Nastiti ,

Congratulations, your conference is perfectly verified with the following details.

Conference Name: University of Indonesia Technology Conference

Abbreviation: UITC

Conference email: indirainsiyah17@gmail.com

Website: cbcb.com

Institution: Nastiti

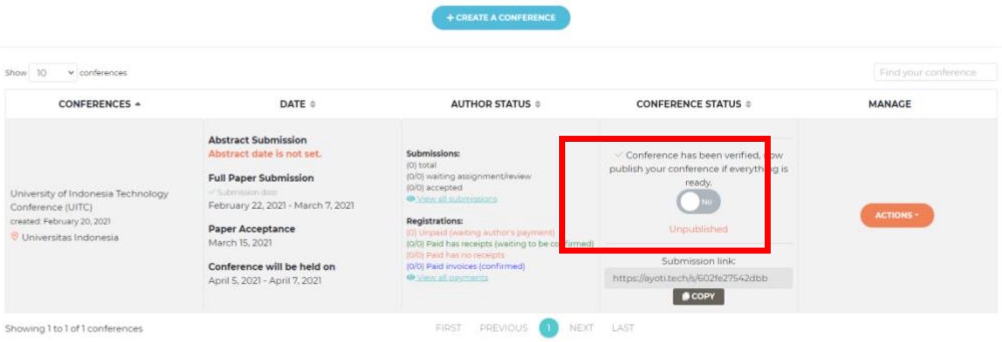
has been verified at: 2021-02-21 10:56:48. Kindly complete all your conference settings at My Conferences > "Edit Conference". Please make sure your major setting that you have to do is set:
1. Conference Images
2. Important Dates
3. Submission Format
4. Conference Page
5. Review System Type
6. Registration payment, information and its number (if any)

Regards,
The Submit Manuscript Team.

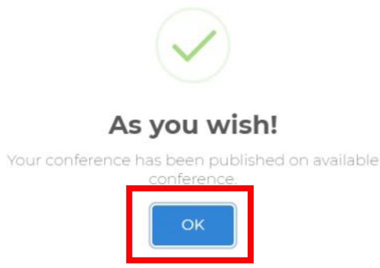
This is an automatically generated email by submit-manuscript.org. Please do not reply.

Official Website:
https://submit-manuscript.org
© 2021, Submit-Manuscript.Org. All Rights Reserved.
Unsubscribe from this email newsletter update.

Then in the *"Conference Status"* column a toggle will appear. You can change the status of the toggle for publication of your conference when ready.



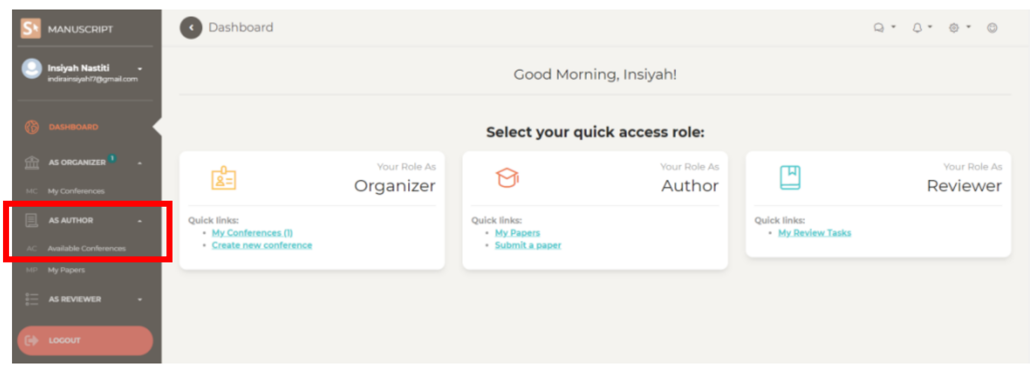
A published conference information pop up will appear.



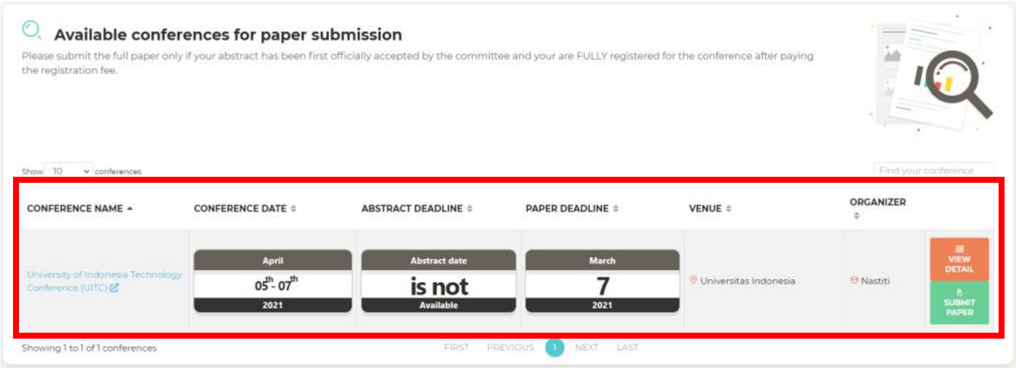
Click the *"Ok"* button to finish.

*** Pease note, before you publish the conference that you have created, you should first prepare the conference by editing the 6 settings according to the verification email that you have received. This is shown also in point 1.3 Editing a Conference in the next section.**

19. To check that your conference is published

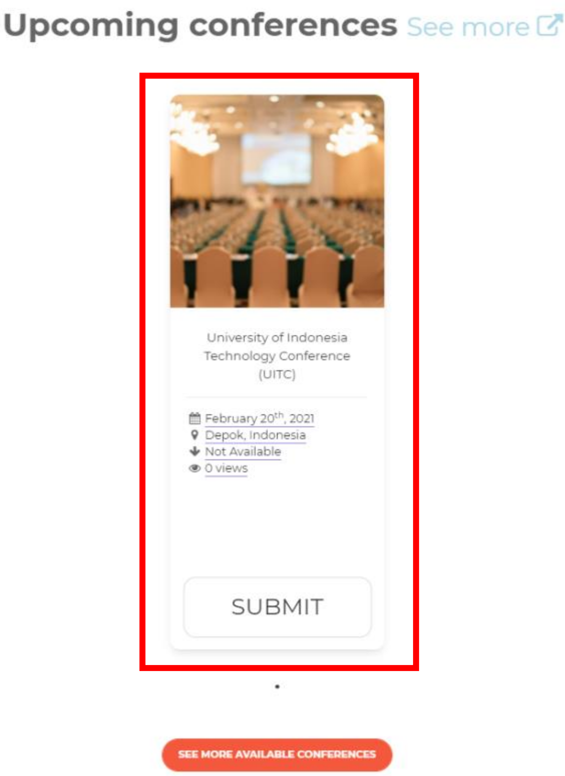


You can see it through the sidebar *"As Author"*, then in the dropdown that appears, click the *"Available Conferences"* menu to see the results of your conference publication.



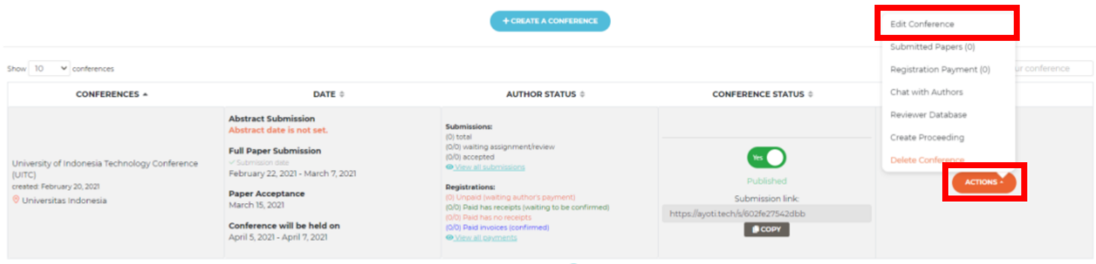
Then you can see your published conferences on the *"Available Conferences"* page on the Author side.

20. Conference information can also be known by the Author on the home page of the Submit-Manuscript.Org Web Application. There is a *banner* and your *conference card* that will appear on that page.

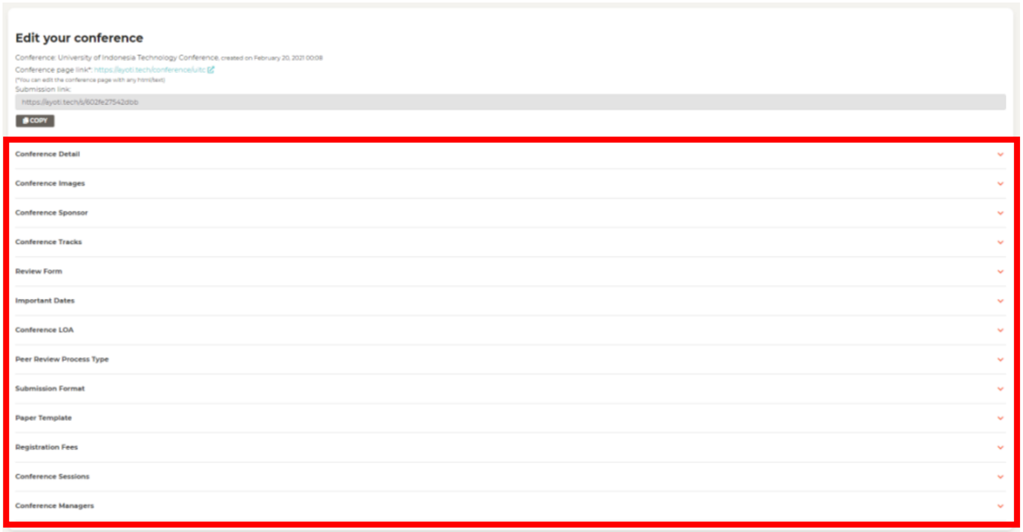


1.3. Editing Conferences

1. In the conference that has been created, click *"As Organizer"* on the sidebar > "*My Conferences*" > click the *"Actions"* button to manage the conference > Click the *"Edit Conference"* menu to edit the conference system.

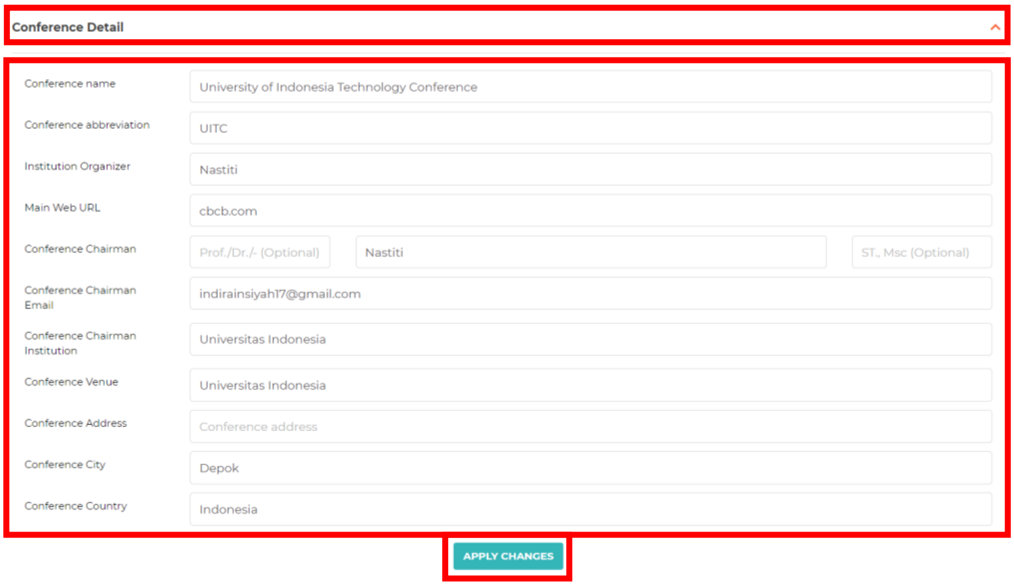


2. Click the dropdown menu to edit the desired conference management.



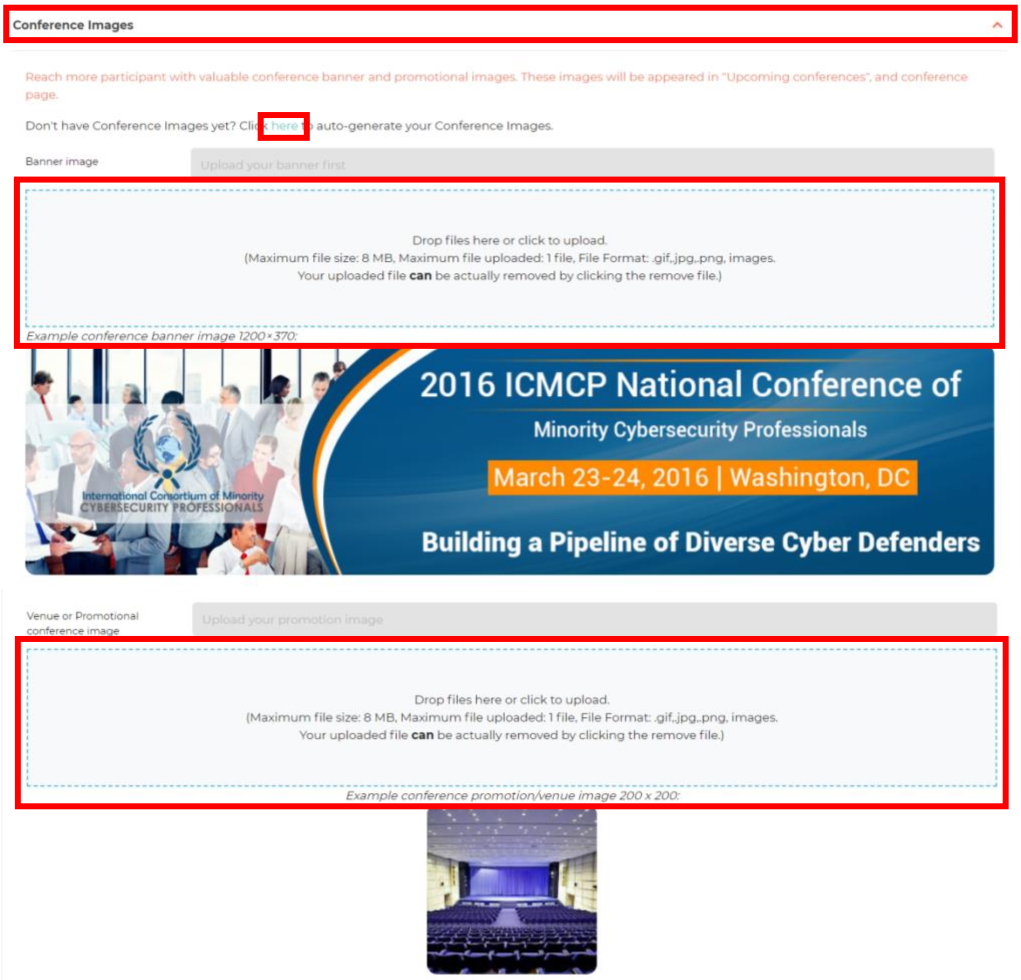
1.3.1 Conference Datail

1. Click the *"Conference Details"* dropdown to edit the main conference information data > Edit the conference main information data on the form according to the required information > Click the *"Apply Changes"* button to save changes.



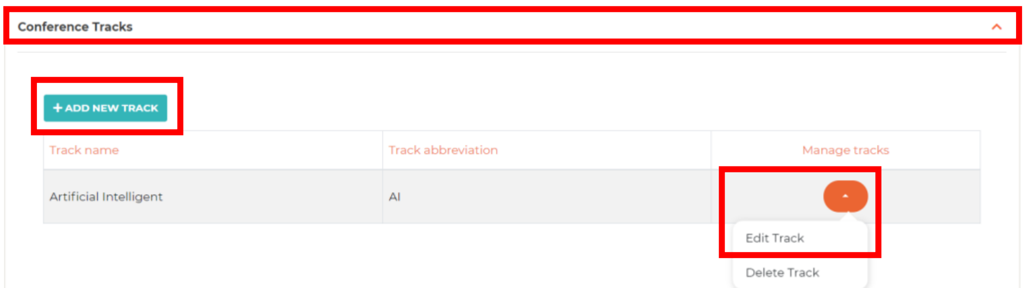
1.3.2 Conference Images

1. Click the *"Conference Images"* dropdown to edit the conference image media > Click the *"here"* link to create an automatic conference banner based on the information provided by the system > Upload the conference banner by drag and drop files or click the *"can"* link to select files on the user's device on provided blue column > Upload conference promotion image by drag and drop files or click the *"can"* link to select files in the user's device in the blue column provided.
***Please noted, conference promotion images are available by default. The maximum number of image media uploads is 1, 8MB in size, 1200x370pixels (banner), 200x200pixels (promotional images), and in .jpg / .png / .gif formats.**

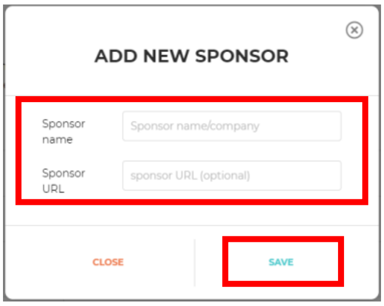


1.3.3 Conference Sponsors

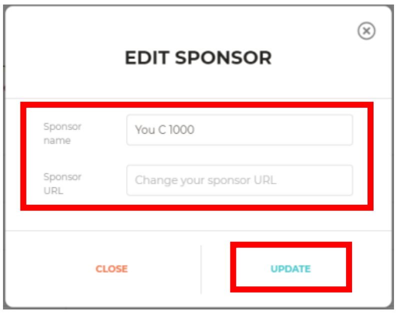
1. Click the *"Conference Sponsors"* dropdown to edit the list of conference sponsors > Click the *"+ Add New Sponsor"* link to add a conference sponsor > Click the Manage sponsors dropdown > Click the *"Edit Sponsor"* menu to edit the sponsor data.



2. Fill in the conference sponsorship data on the pop up form according to the required information then click the *"Save"* button to save the list of conference sponsors that are created.

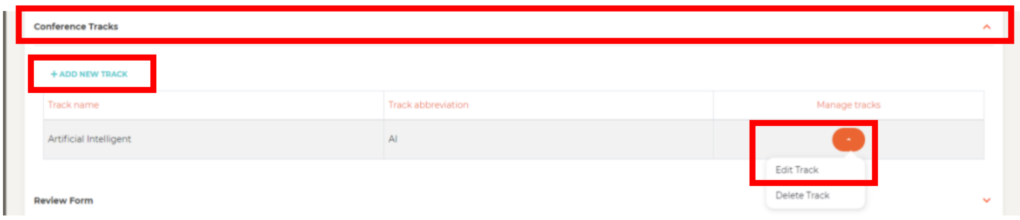


3. Edit the conference sponsor data in the pop up form according to the required information then click the *"Update*" button to save the list of edited conference sponsors.

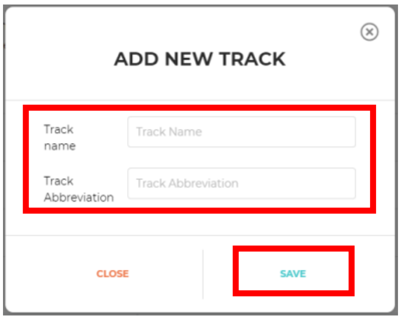


1.3.4 Conference Tracks

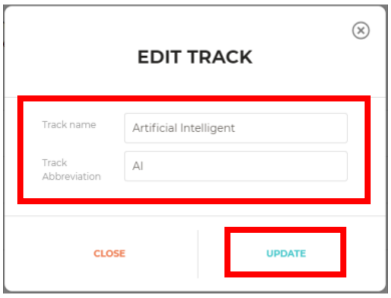
1. Click the *"Conference Tracks"* dropdown to edit the list of conference categories > Click the *"+ Add New Track"* link to add a conference category > Click the manage categories dropdown > Click the *"Edit Track"* menu to edit the category data.



2. Fill in the conference category data on the pop up form according to the required information then click the *"Save"* button to save the list of created conference categories.

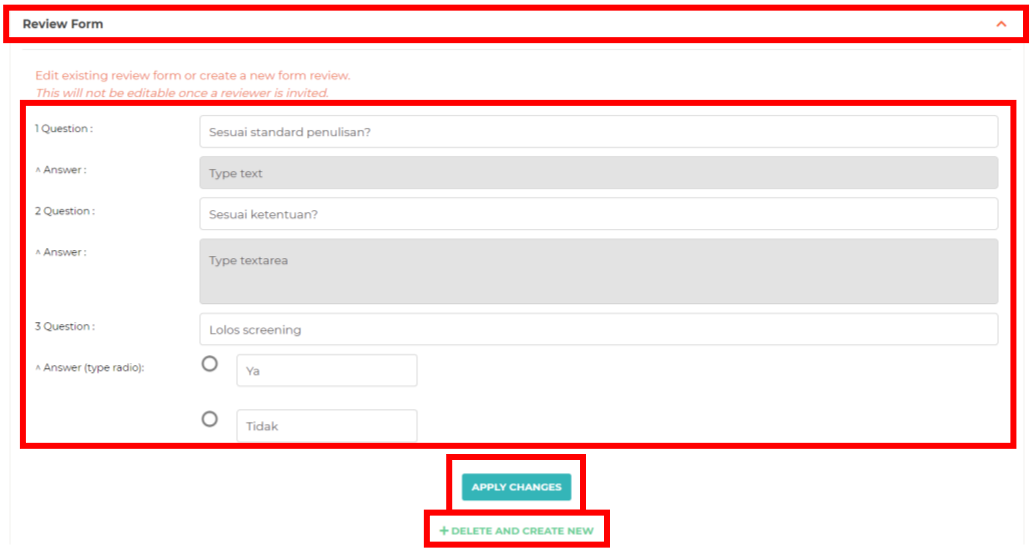


3. Edit the conference category data in the pop up form according to the required information then click the *"Update"* button to save the list of edited conference categories



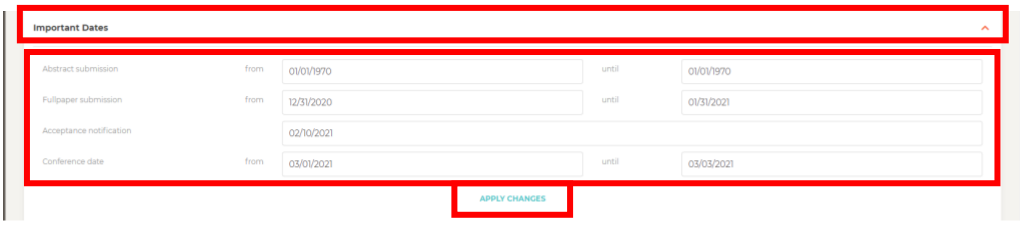
1.3.5 Review Form

1. Click the *"Review Form"* dropdown to edit standard conference review form data > Edit conference review standard form data on the form according to the required information > Click the *"Apply Changes"* button to save changes > Click the *"+ Delete and Create New"* button to delete and create a new standard review form.



1.3.6 Important Dates

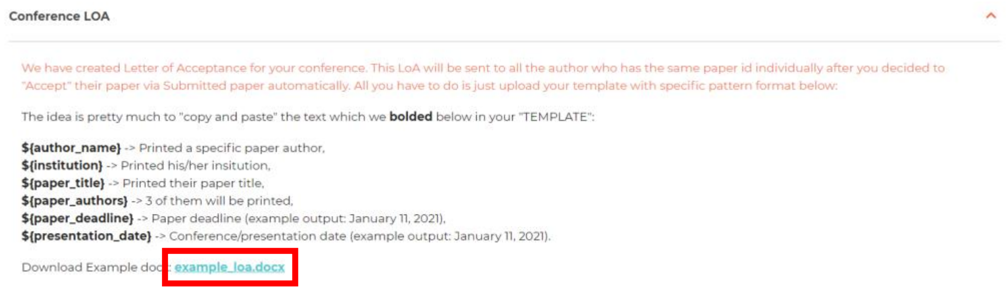
1. Click the dropdown *"Important Dates"* to edit the conference schedule data > Click the button *"Change / Set Timezone"* to change the Timezone conference activity schedule data > Edit the conference schedule data on the form according to the required information > Click the *"Apply Changes"* button to save changes.



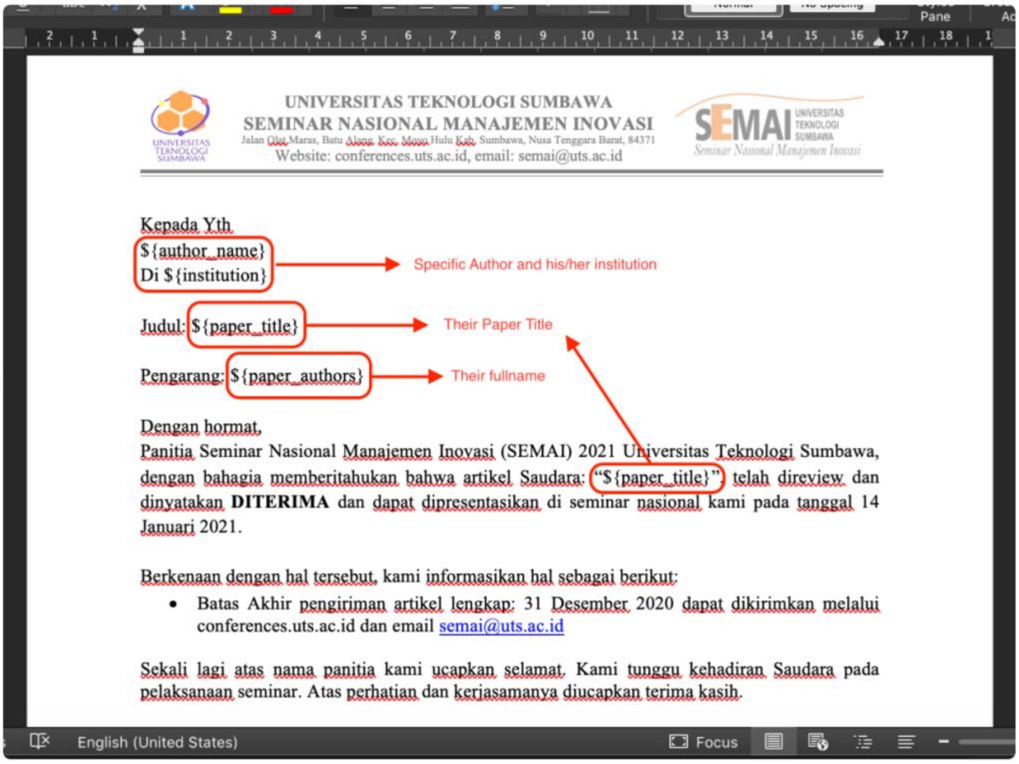
1.3.7 Conference LoA

1. Click the *"Conference LoA"* dropdown to setting the format of conference LoA > Click the "Download" link to download the format > Change the page format based on what you desired without change system's parameters : author's name, institution, paper title and paper authors in the file format > Click the *"+Delete and Upload a New LoA"* to delete and upload a new LoA format.

***Please noted, you need to download the format provided by the system first before upload it again to setting your LoA conference.**

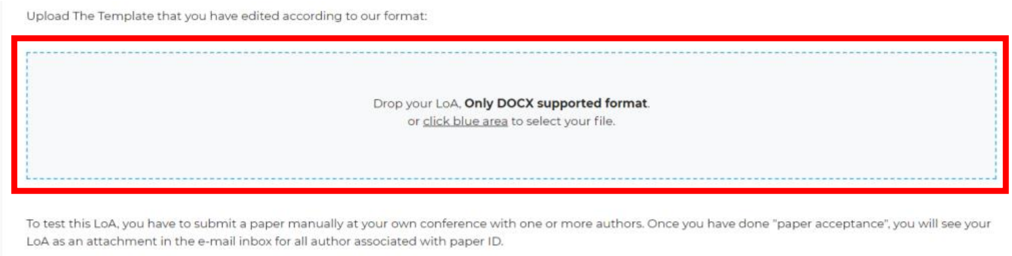


Example of LoA page:



Upload conference LoAs by dragging and dropping or clicking the blue area to select the desired files on your device.

***Please note that the maximum number of LoA files uploaded is 1, 8MB in size and in the .docx format.**



1.3.8 Paper Review Process Type

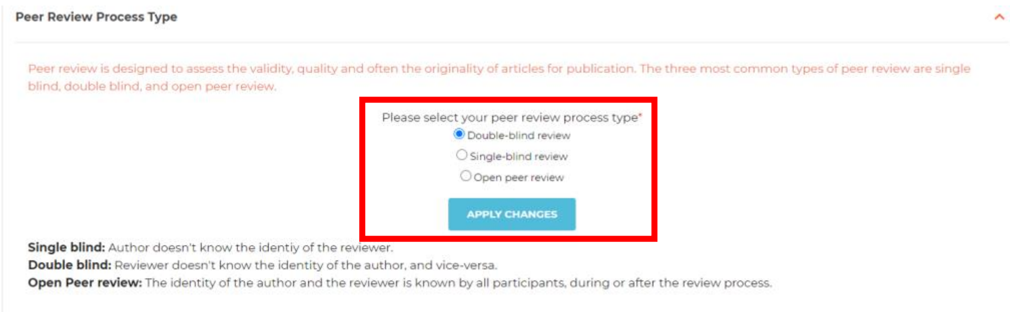
1. Click the *"Peer Review Process Type"* dropdown to set the paper review mechanism at the conference > Select the type of review mechanism to be applied > Click the *"Apply Changes"* button to save changes.

   ***Please note, by default the paper review mechanism at the conference is Double-blind review.**

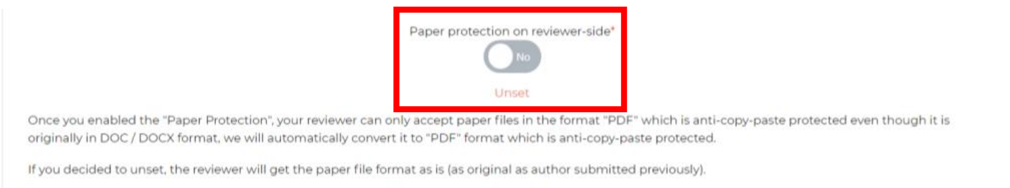
   Single-blind review: The author cannot find out the identity of the reviewer

   Double-blind review: The author cannot know the identity of the reviewer and vice versa with the reviewer

   Open peer review: Author and reviewer identities can be known by all participants



Click the paper protection button to change the security settings for the review file. In this setting, the paper author file will automatically be converted into .pdf format along with anti-copy-paste protection.



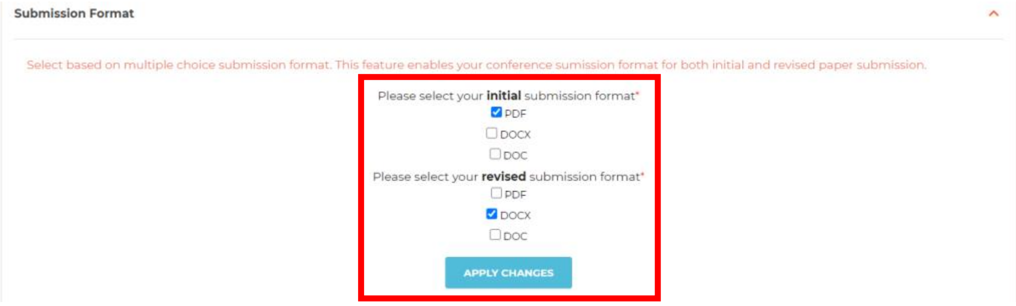
***The review file security settings that have been applied will apply to Reviewer's manuscript download process.**

The file above is an example of the manuscript downloaded by the reviewer. The watermark will be inserted automatically into the file downloaded by the reviewer *.

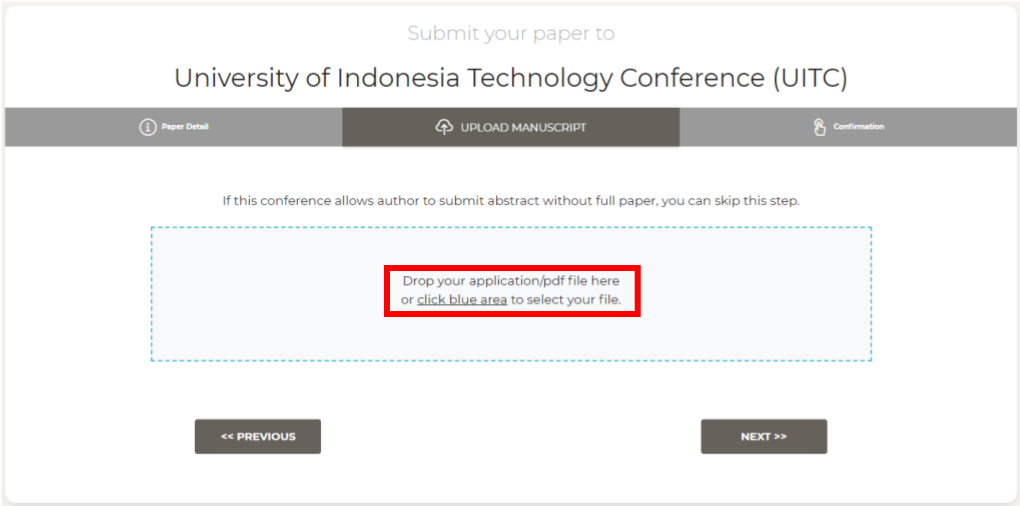
***Please note, enabling the anti-copy-paste setting can secure your participant's manuscript file, so that reviewers can only annotate in it.**

1.3.9 Submission Format

1. Click the *"Submission Format"* dropdown to set the format for submitting paper files at the conference > Select the submission format to be applied> Click the *"Apply Changes"* button to save changes.



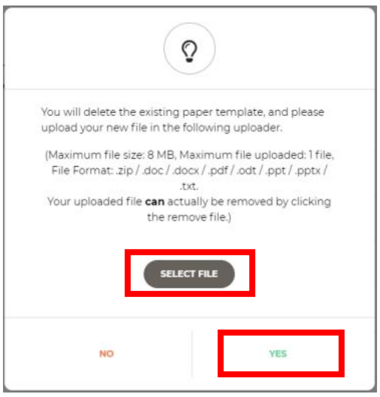
***Format settings that have been applied will apply to the manuscript submission process by the Author.**



1.3.10 Paper Template

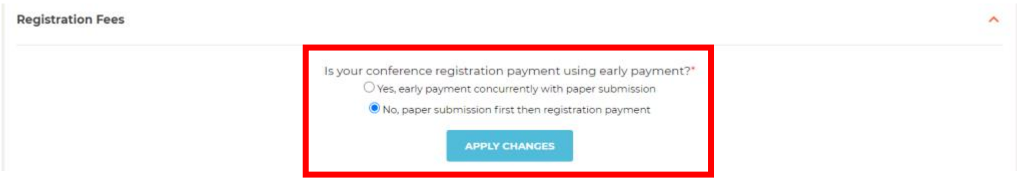
1. Click the *"Paper Template"* dropdown to edit the format of the conference paper > Click the *"+ Delete and Upload a New Paper Template"* link to delete and upload a new paper format.

2. Click the *"Select File"* button to edit the format of the conference paper in the pop up form by uploading the required files then click the "Yes" button to save the edited conference paper format.

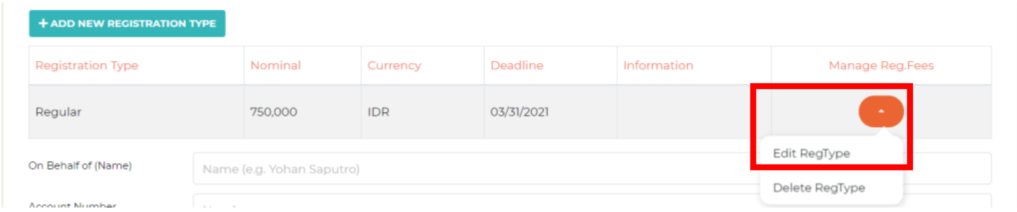


1.3.9 Registration Fees

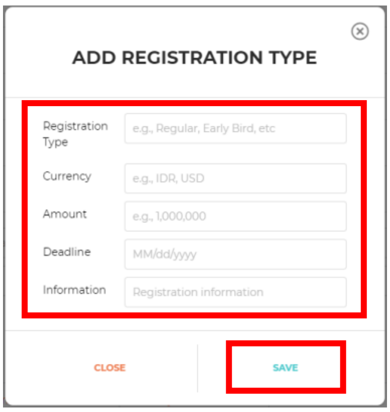
1. Click the *"Registration Fees"* dropdown to set up the conference payment process > Select / change the registration payment mechanism > Click the *"Apply Changes"* button to save changes.



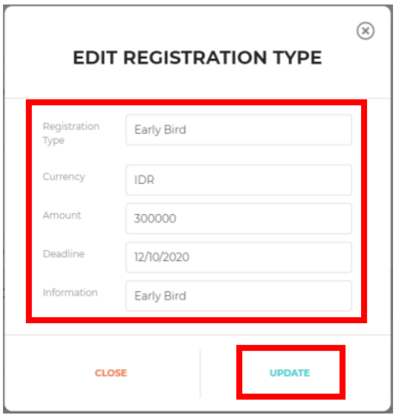
2. Click *"+ Add a Registration Type"* button to add registration payment type> Click the manage registration type dropdown > Click the *"Edit RegType"* menu to edit the registration type data.



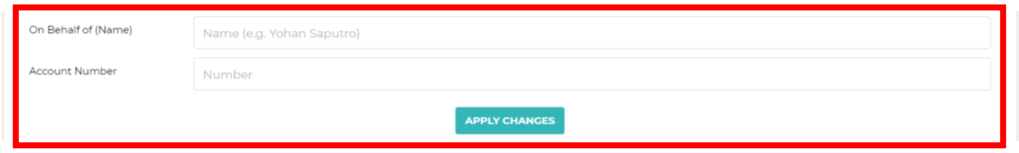
3. Fill in the conference registration payment type data on the pop up form according to the required information then click the *"Save"* button to save the list of conference registration types created.



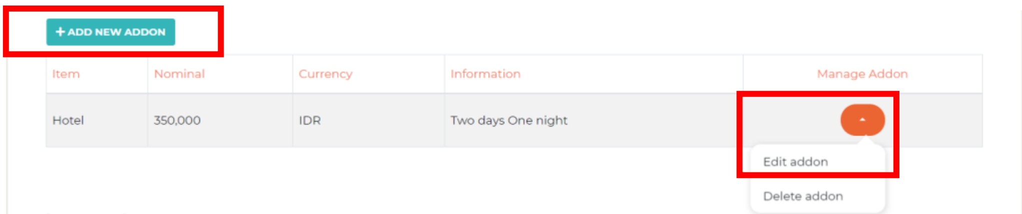
4. Edit the conference registration payment type data on the pop up form according to the required information then click the *"Update"* button to save the list of edited conference registration types.



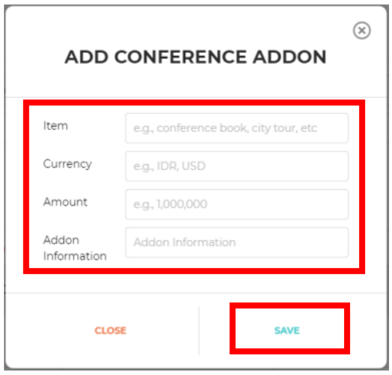
5. Fill in the conference registration payment account information data > Click the *"Apply Changes"* button to save changes.



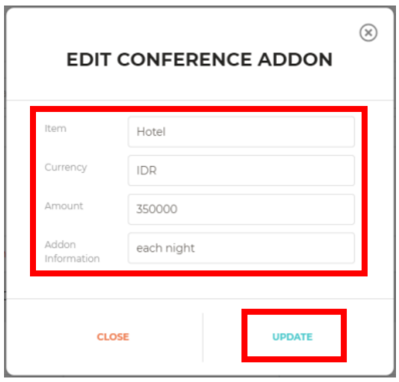
6. Click the *"+ Add an AddOn"* button to add additional facility payments > Click the dropdown to manage additional facilities > Click the *"Edit Addon"* menu to edit additional facility data.



7. Fill in the additional conference facility data on the pop up form according to the required information then click the *"Save"* button to save a list of additional conference facilities that are created.

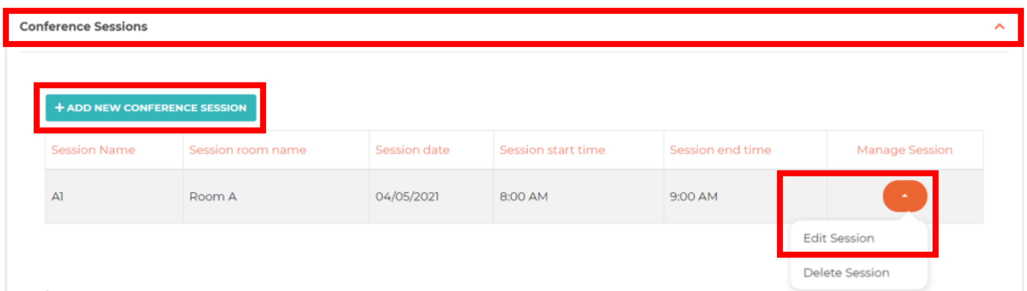


8. Edit the conference add-on facility data in the pop up form according to the required information then click the *"Update"* button to save the list of edited conference add-ons.

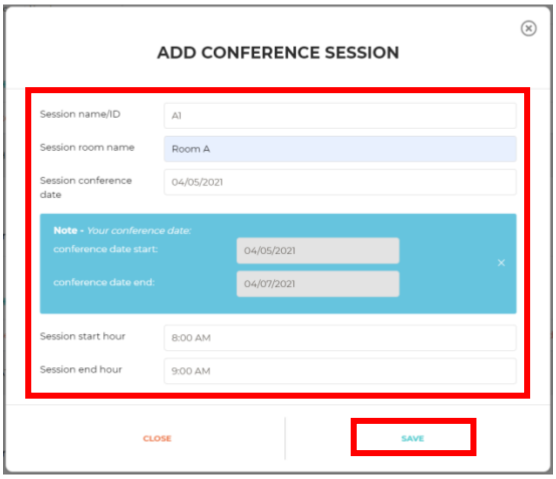


1.3.10 Conference Sessions

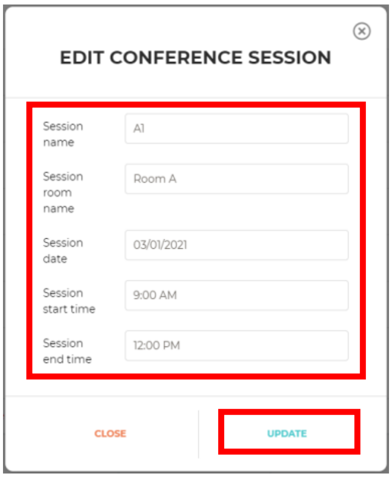
1. Click the *"Conference Sessions"* dropdown to edit conference session data > Click the *"+ Add New Conference Session"* button to add a list of conference sessions > Click the manage session dropdown > Click the *"Edit Session"* menu to edit session data.



2. Fill in the conference session data on the pop up form according to the required information then click the *"Save"* button to save a list of the created conference sessions.

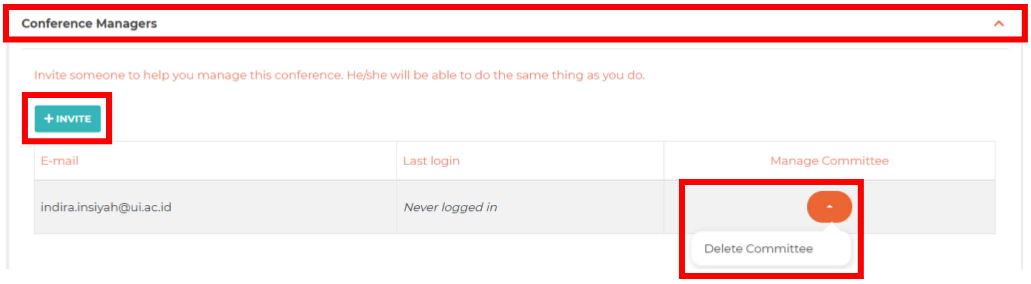


3. Edit the conference session data in the pop up form according to the required information then click the *"Update"* button to save the list of edited conference sessions.

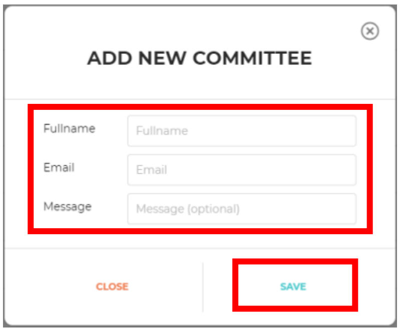


1.3.11 Conference Managers

1. Click the *"Conference Managers"* dropdown to edit the conference collaboration team data > Click the *"+ Invite"* button to add the conference collaboration team list > Click the manage members dropdown > Click the *"Delete Committee"* menu to delete member data.

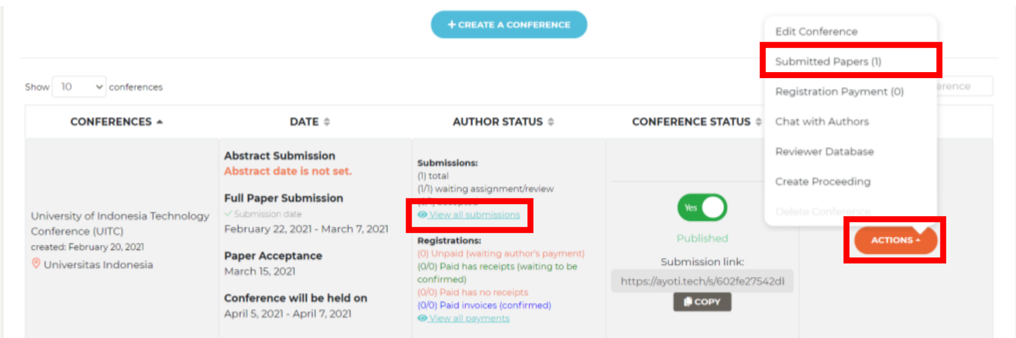


2. Fill in the conference collaboration team data on the pop up form according to the required information then click the *“Save”* button to save the list of the conference collaboration team created.

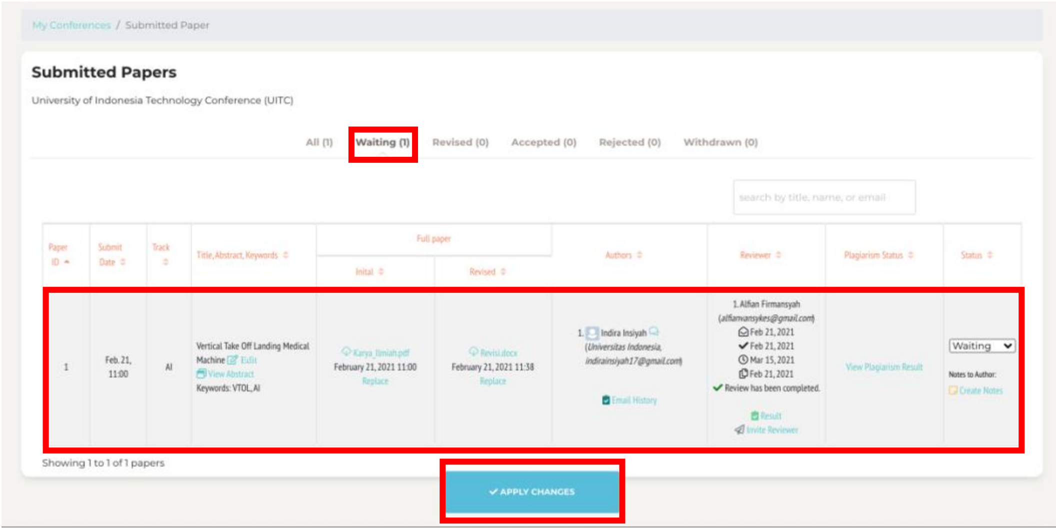


1.4. Manage Submissions Paper

1. At the conference that has been made, click the *"Actions"* button to manage the conference > Click the *"Submitted Paper"* menu or click the *"View all submissions"* link to manage scientific paper submissions.



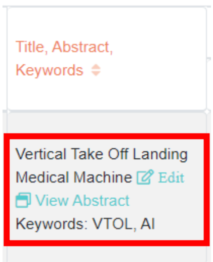
2. This page will have several manuscript status tabs, namely All, Waiting, Revised, Accepted, Rejected, and Withdrawn.



Click the *"Waiting"* menu to see the waiting list for the submission of participant papers that have just been submitted > Click the *"Apply Changes"* button to save changes.

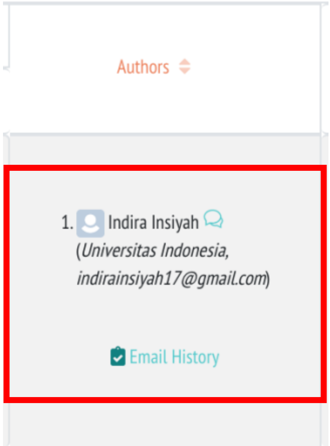
***Please note, if you have made a decision on the status of the manuscript (or you can wait for a Reviewer's decision first), then you can make changes to the status of the manuscript.**

Click the *"Edit"* link to edit the title and the *"View Abstract"* link to review the participant's paper work abstract.

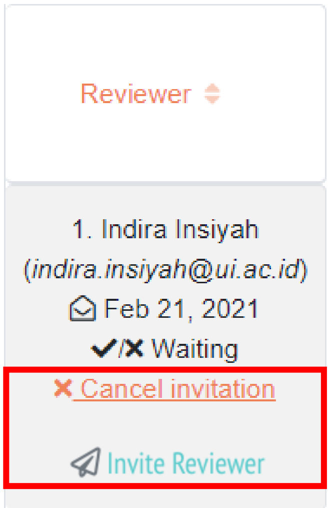


Click the File link to download > click the *"Replace"* link to replace the scientific paper file > click the *"Upload"* link to upload the manuscript revision file.

Click the openchat symbol to communicate directly with the author and click the *"Email History"* link to monitor the status of the email history by the committee to authors and reviewers.

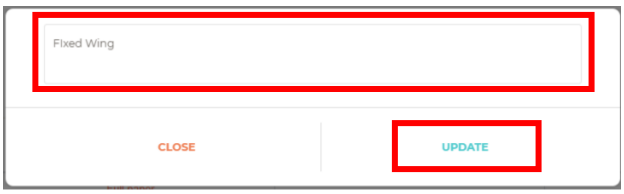


Click the *"Invite Reviewer"* link to invite the reviewer to the conference process and click the *"Cancel Invitation"* link to cancel the invitation.

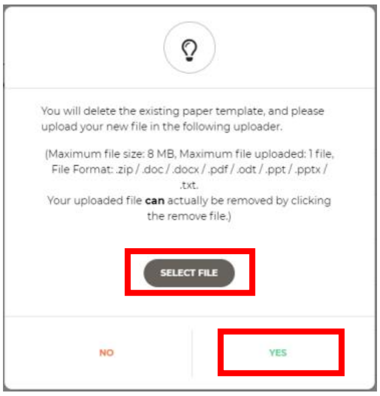


***Please note, the *"Cancel Invitation"* button will only appear when the reviewer has not specified *"Agree", "Decline" or "Unavailable"* in the email message inviting scientific papers review.**

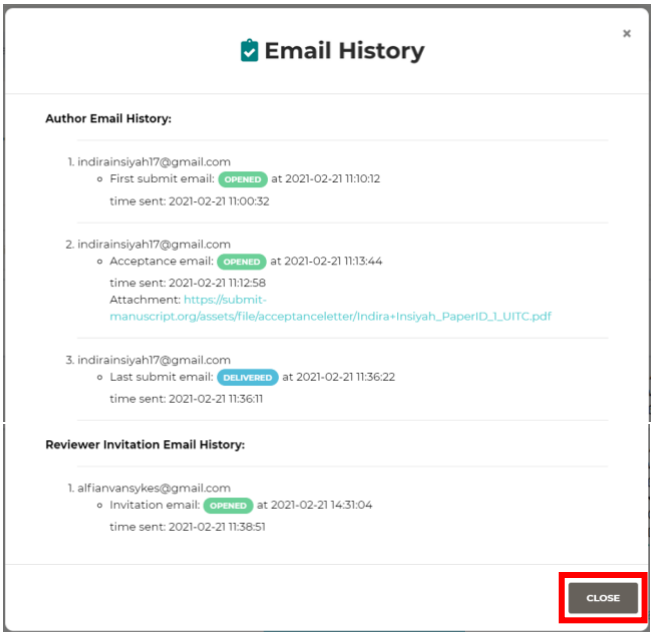
3. Edit the title of the scientific paper on the pop up form then click the *"Update"* button to update it.



4. Click the *"Select File"* button to replace the conference paper file in the pop up form by uploading the required files then click the *"Yes"* button to save the edited conference paper format.



5. History information and status Email history. This feature is used if you want to monitor the email history sent by the system to the author (such as first / last submission, paper acceptance and other decisions) and to reviewers (such as invitation reviewers and cancellation reviewers).

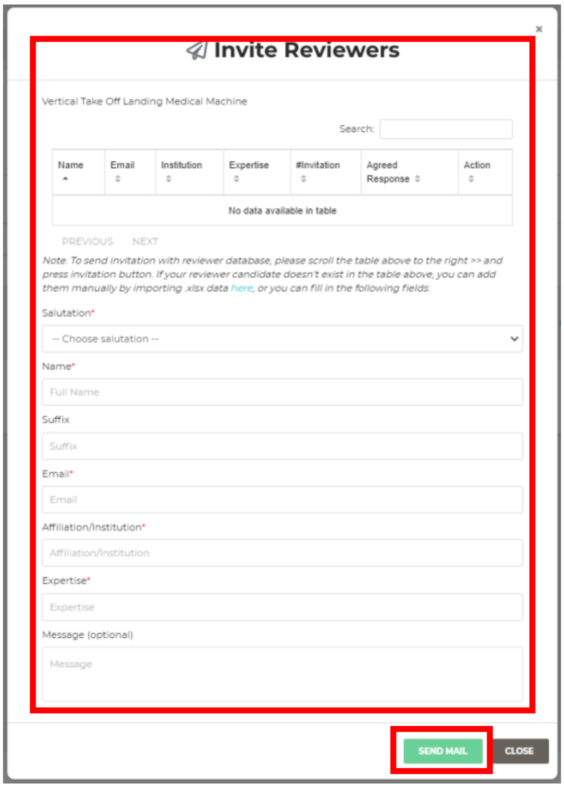


Information:

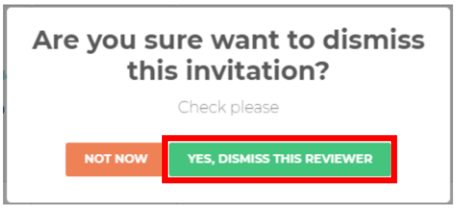
- Delivered : Email has been sent to the author / reviewer
- Opened : Email has been opened by the author / reviewer
- Clicked by author : Email has been clicked by the author (if a link is clicked)
- Clicked by reviewer : The email has been clicked by the reviewer

- Will be sent : Email is still being sent
- Goes to spam : Emails sent by the system go into the spam folder
- Permanent fail / bounced: The author / reviewer email was not registered by the server
- Rejected by our email service: Email is considered dangerous and our system automatically prevents the email from being sent.

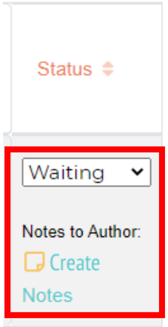
6. Fill in the reviewer contact data on the pop up form according to the required information then click the *"Send Mail"* button to add a list and invite the conference reviewer team that was created.



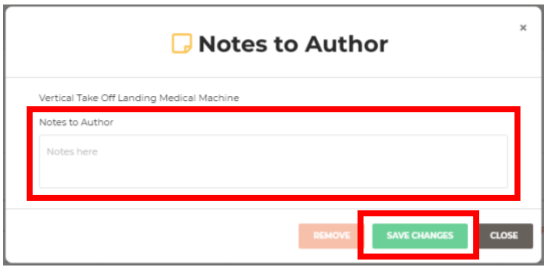
7. Handling accidentially click cancellation invitation reviewer. Click the *"Yes, Dismiss this Reviewer"* button to continue cancellation.



8. Click the *"Create Notes"* link to provide notes to the author.

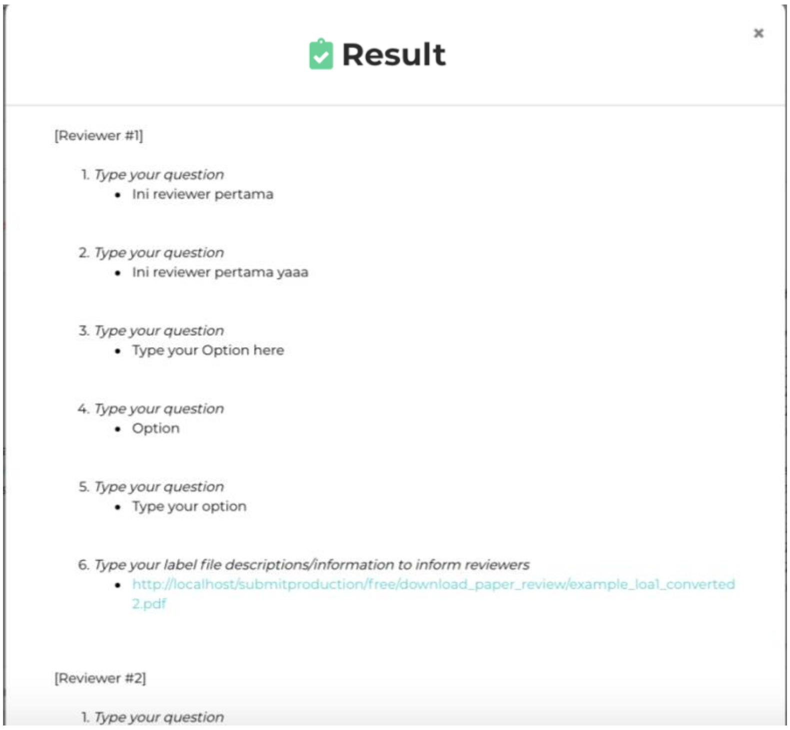


9. Fill in the message to the author on the pop up form according to the information required then click the *"Save Changes"* button to save the message. Your message will also be sent via email.

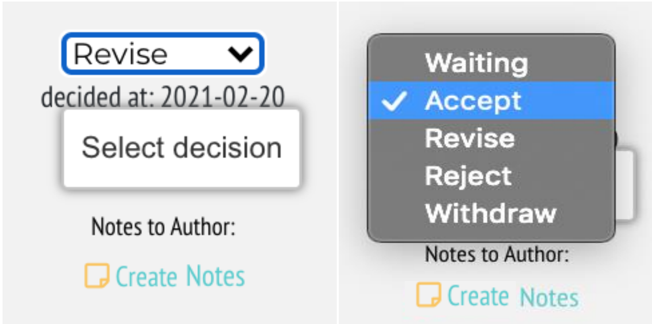


10. If your reviewer has given his recommendation, then the reviewer status on the manuscript will display a sign *"Review has been completed"* then you can click on *"Result"* under the *"Reviewer"* column.

Your result reviewers will be displayed as follows.

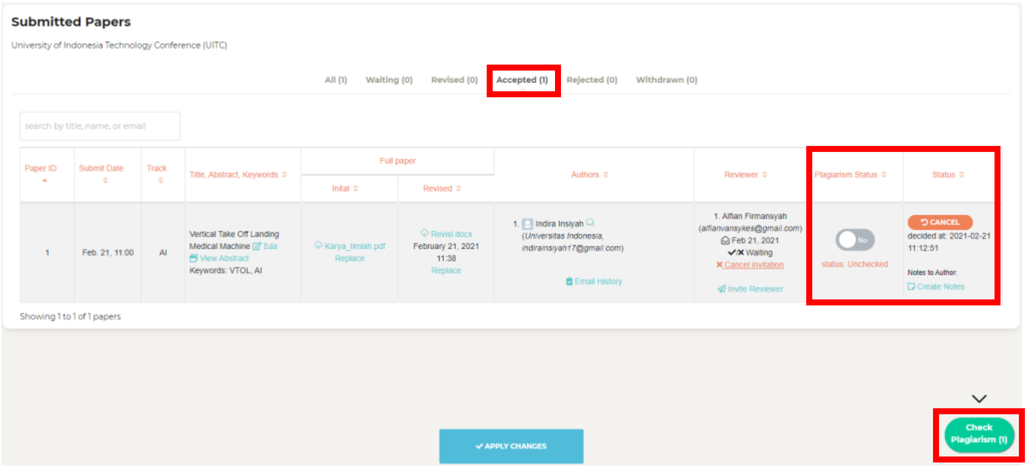


After you get a recommendation from the reviewer you invite, you can make a paper decision (for example accept) > Click Apply Changes.

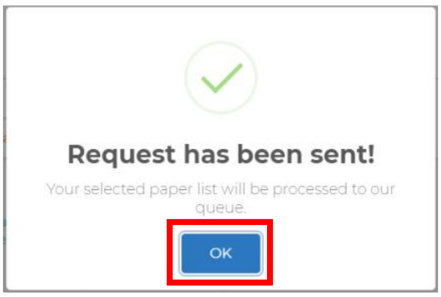


***Please note, the system will automatically send a notification email message of papers passing the provisions to the author accompanied by an LoA attachment.**

11. Click the *"Accepted"* menu to see a list of passes for submitting papers by participants > If you want to cancel it, click the *"Cancel"* button to cancel > Click the *"Plagiarism Status"* button to activate the plagiarism evaluation *.

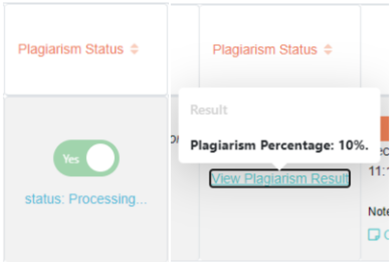


Information pop up adding manuscript to plagiarism evaluation list successfully done will appearing.



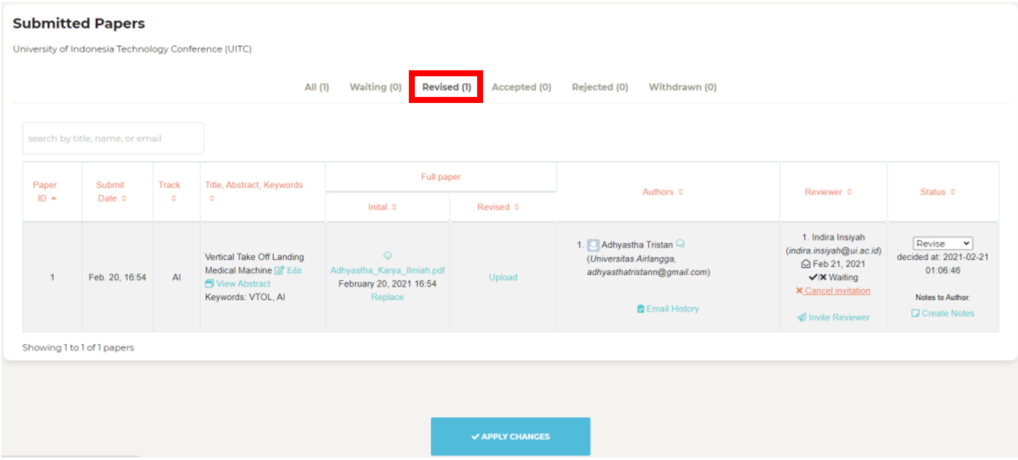
Click the *"Ok"* button to finish.

***Please note, the plagiarism results will appear after going through the plagiarism evaluation process by the submit-manuscript.**



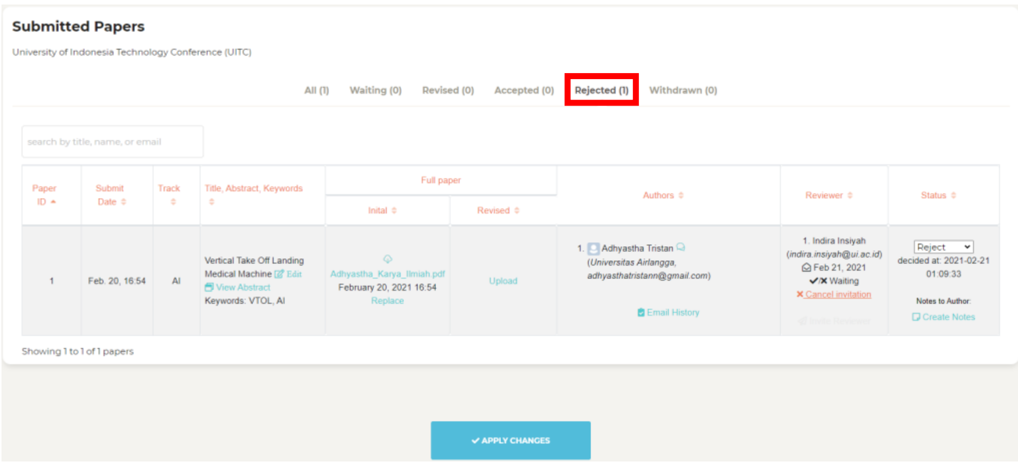
12. Click the *"Revised"* menu to see a revised list of scientific submissions.

    ***PLease noted, the system will automatically send an email notification of papers that need revision to the author.**

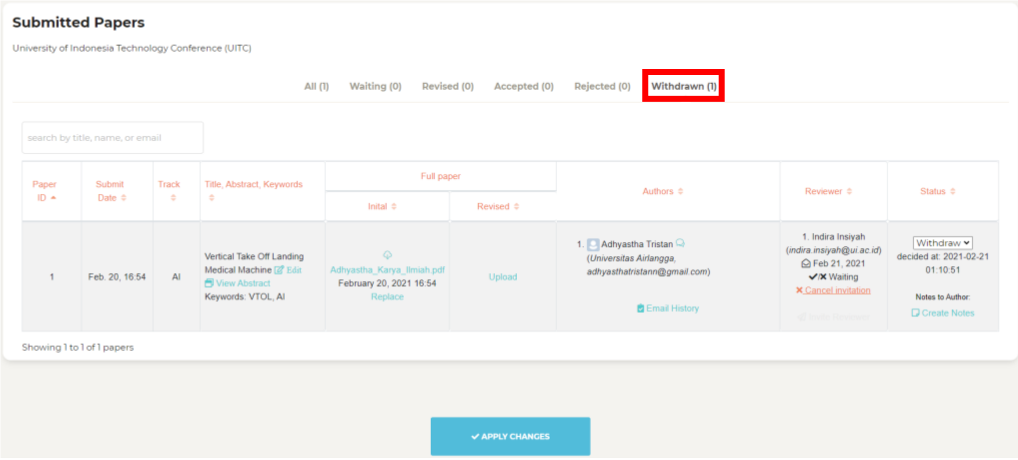


13. Click the *"Rejected"* menu to see a list of rejections for submitting papers.

    ***Please noted, the system will automatically send an email notification of papers that do not pass the provisions to the author.**

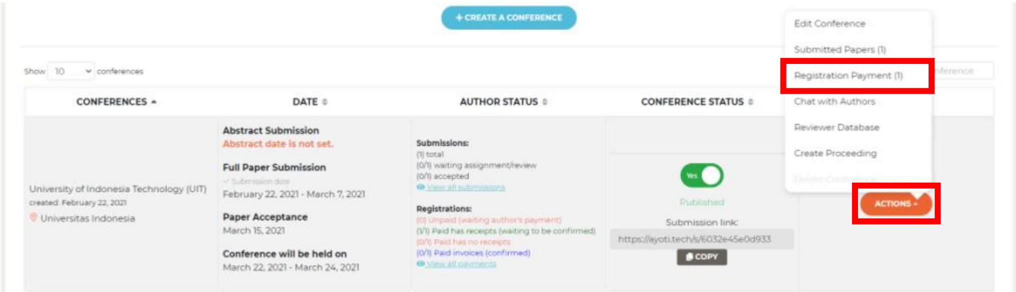


14. Click the *"Withdrawn"* menu to see a list of paper submission cancellations.
   ***Please noted, the system will automatically send an email notification of paper canceled to the author.**

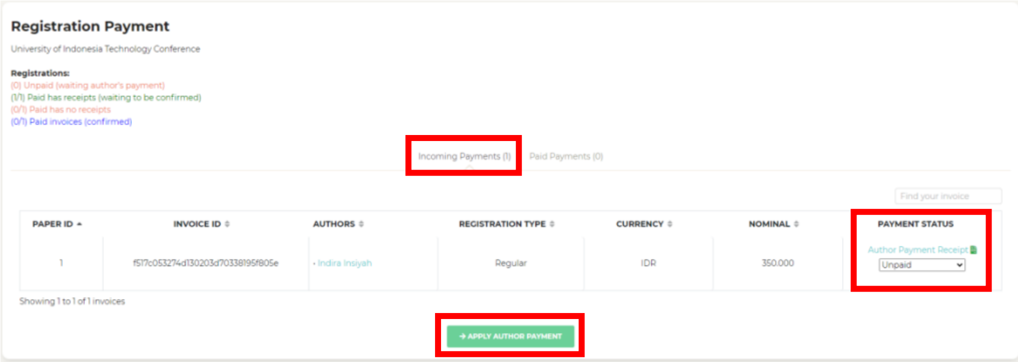


1.5. Manage Conference Registration Payments

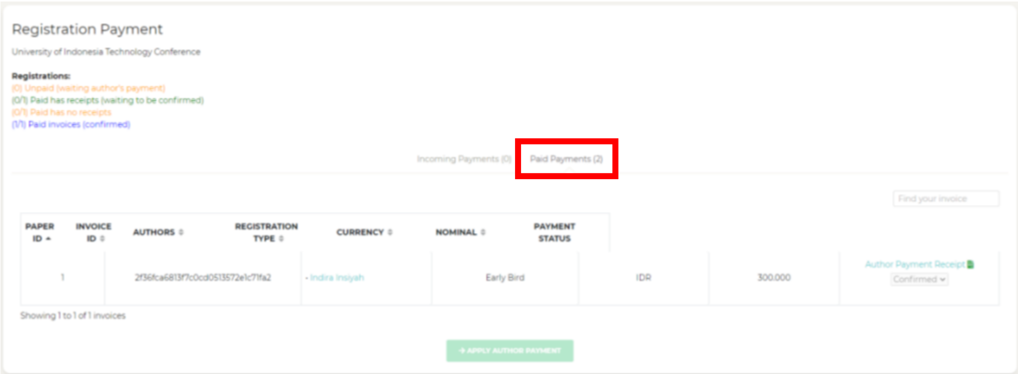
1. In the created conference, click the *"Actions"* button to manage the conference > Click the *"Registration Payment"* menu or click the *"View all payments"* link to manage the conference participant payments.



2. Click the *"Incoming Payment"* menu to see a list of conference registration payment bills > Click the *"Author Payment Receipt"* link to review the conference participant's payment receipt file > Click the dropdown to manage payment status > Click the *"+ Apply Author Payment"* button to complete the invoice process.

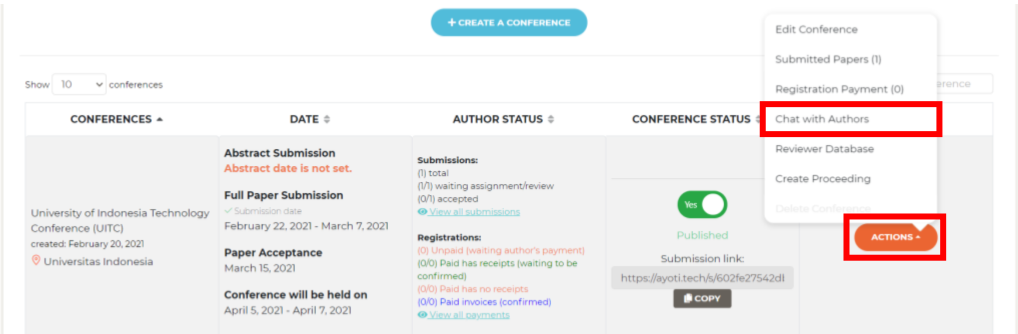


3. Click the *"Paid Payments"* menu to see a list of completed participant bills.

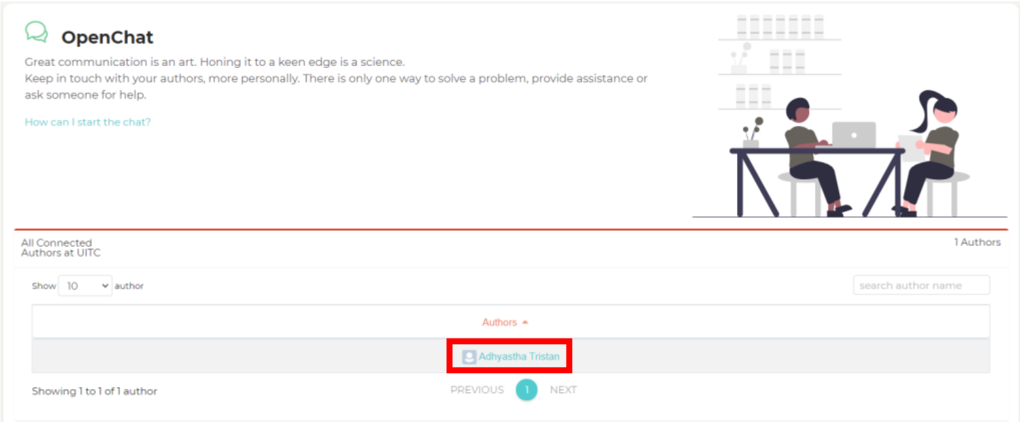


1.6. Connect with the Author

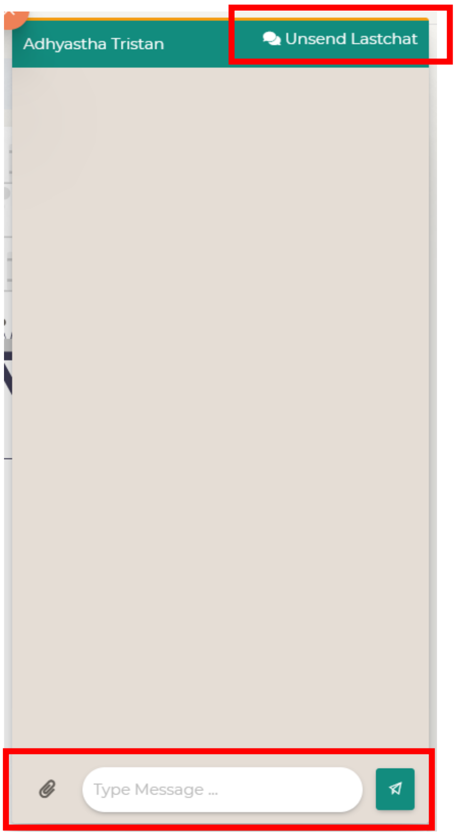
1. At the conference that has been created, click the *"Actions"* button to manage the conference > Click the *"Chat with Author"* menu to connect directly with the author.



2. Click the intended author username link.

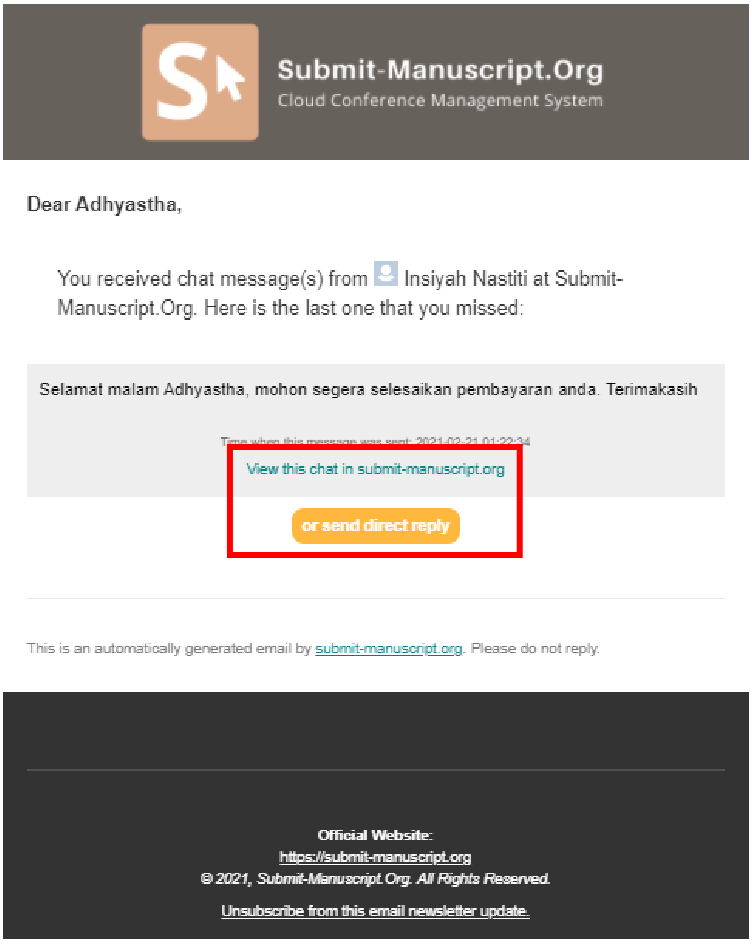


3. Type a message in the available typing bar > Click the embed icon to attach the file and the paper airplane icon to send > Click the *"Unsent Lastchat"* button to cancel sending the last conversation.

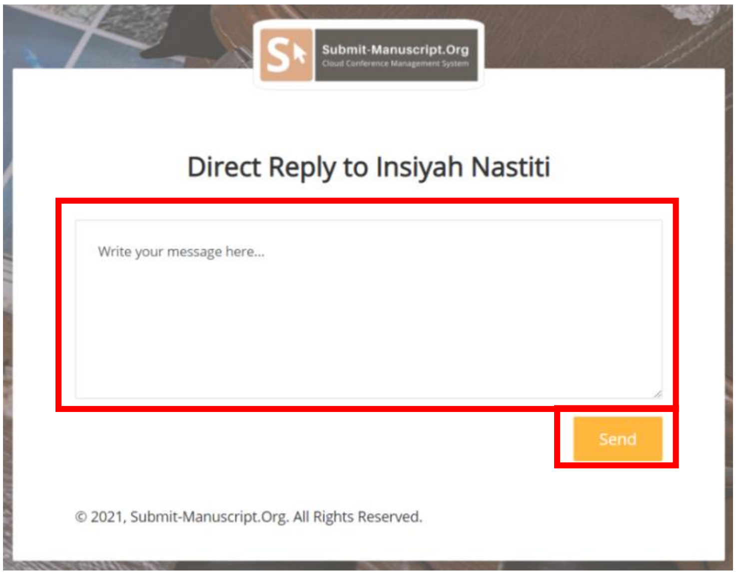


4. If there is an author's unread or unreplied message, the message will automatically be forwarded to the email conference manager. Click the *"View this chat in submit-manuscript.org"* link to read and reply to

messages via the chat web application or click the *"or Send Directly Reply"* button to read and reply to messages via email.

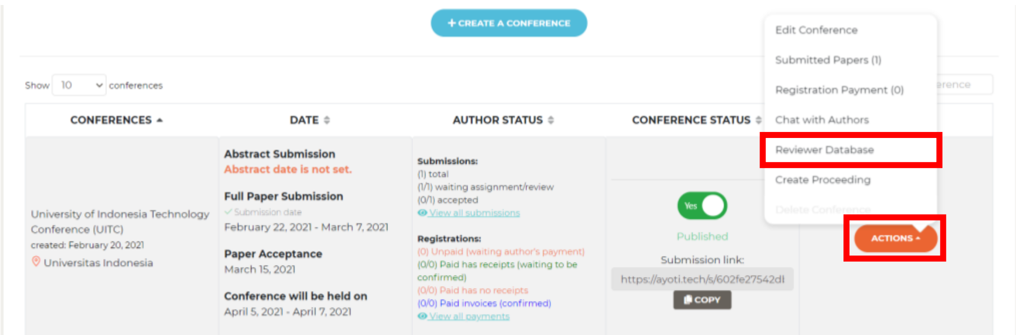


5. Type a message in the typing bar provided then click the *"Send"* button to send a message via email.

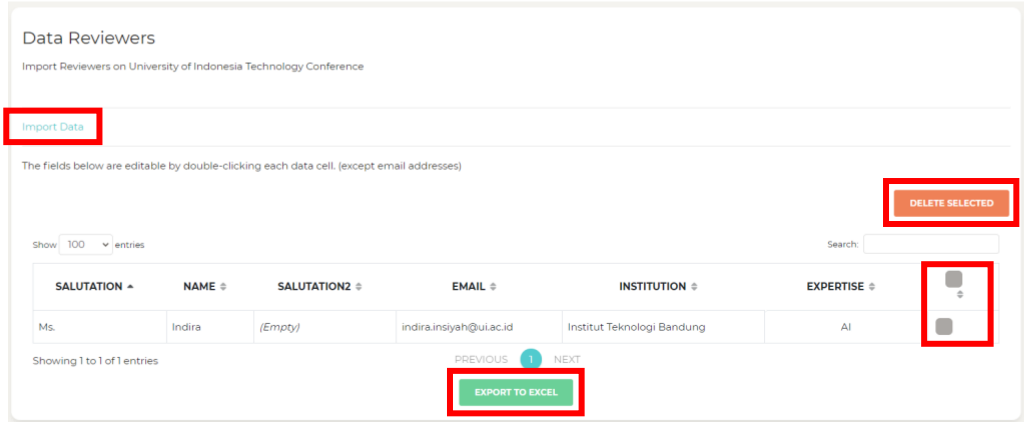


1.7. Manage Reviewer Databases

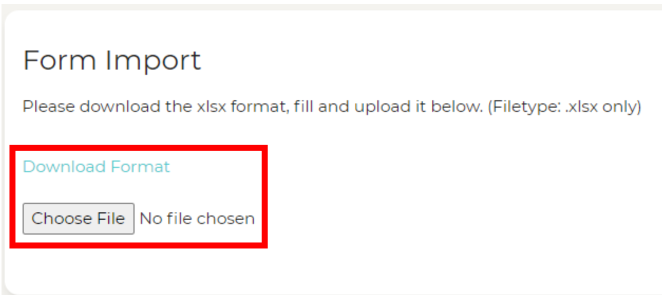
1. At the conference that has been created, click the *"Actions"* button to manage the conference > Click the *"Reviewer Database"* menu to manage the reviewer database.



2. Click the *"Import Data"* link to enter the reviewer database with .xls file> Click the checkbox to select reviewer data management > Click the *"Delete Selected"* button to delete the reviewer data selection > Click the *"Export to Excel"* button to download the reviewer database into the .xls file .

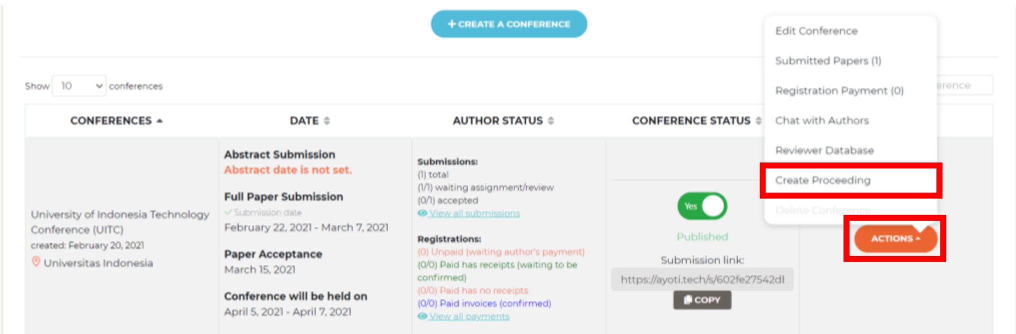


3. Click the *"Download Format"* link to download the reviewer database format .xls > Upload the reviewer database by clicking the *"Choose File"* button to select the file on the your device.

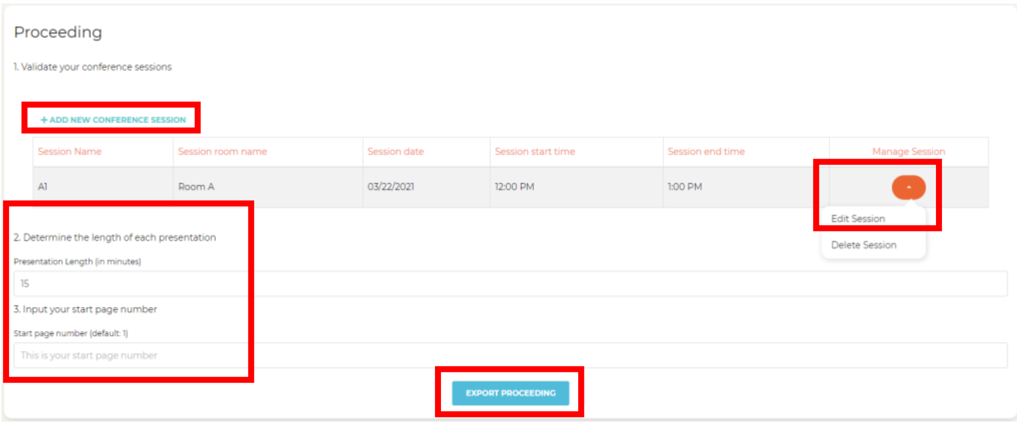


1.8. Manage Conference Sessions

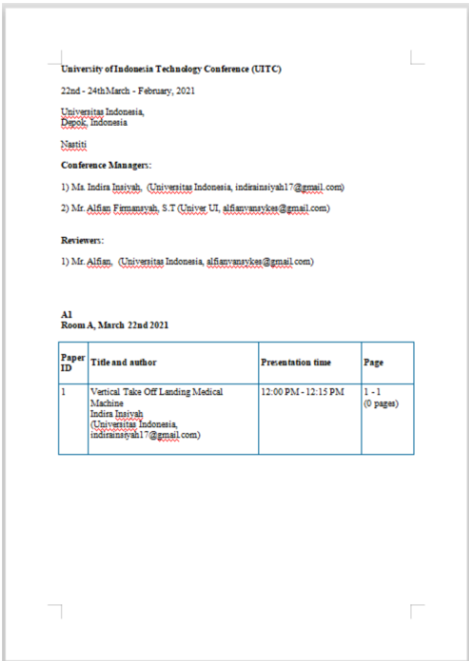
1. At the conference that has been created, click the *"Actions"* button to manage the conference > Click the *"Create Procedding"* menu to manage the conference session.



2. Click the *"+ Add New Conference Session"* button to add a list of conference sessions > Click the manage session dropdown > Click the *"Edit Session"* menu to edit session data > Fill in the conference session list data in the form according to the required information > Click the *"Export Proceeding"* button to download the session database into a .docx file.



The conference session database is downloaded in a .docx file format.



University of Indonesia Technology Conference (UITC)

22nd - 24thMarch - February, 2021

Universitas Indonesia,
Depok, Indonesia

Nastiti

Conference Managers:

1) Ms. Indira Insiyah, (Universitas Indonesia, indirainsiyah17@gmail.com)

2) Mr. Alfian Firmansyah, S.T (Univer UI, alfianvansykes@gmail.com)

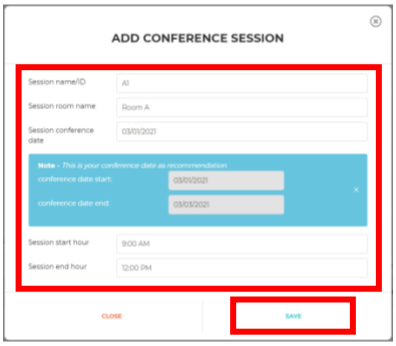
Reviewers:

1) Mr. Alfian, (Universitas Indonesia, alfianvansykes@gmail.com)

A1
Room A, March 22nd 2021

Paper ID	Title and author	Presentation time	Page
1	Vertical Take Off Landing Medical Machine Indira Insiyah (Universitas Indonesia, indirainsiyah17@gmail.com)	12:00 PM - 12:15 PM	1 - 1 (0 pages)

3. Fill in the conference session data on the pop up form according to the required information then click the *"Save"* button to save a list of the created conference sessions.



4. Edit the conference session data in the pop up form according to the required information then click the *"Update"* button to save the list of edited conference sessions.