



**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.

This work may not be copied or distributed, in whole or in particular, without the written permission of Universitas Indonesia and PT. PAJON Teknologi Indonesia. Commercial copying, lending, or selling is prohibited.

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

# Table of Contents

Table of Contents .....	2
About Submit-Manuscript.Org .....	4
Flow and System Description .....	5
User Guide for Conference Manager .....	6
1. Create and Manage Conferences.....	6
1.1. Login .....	6
1.2. Create Conferences.....	12
1.3. Editing Conferences .....	27
1.3.1 Conference Daitail .....	27
1.3.2 Conference Images.....	28
1.3.3 Conference Sponsors.....	29
1.3.4 Conference Tracks .....	30
1.3.5 Review Form .....	31
1.3.6 Important Dates .....	32
1.3.7 Conference LoA .....	32
1.3.8 Paper Template .....	34
1.3.9 Registration Fees .....	37
1.3.10 Conference Sessions.....	39
1.3.11 Conference Managers .....	40
1.4. Manage Submissions Paper .....	41
1.5. Manage Conference Registration Payments.....	50
1.6. Connect with the Author.....	51

---

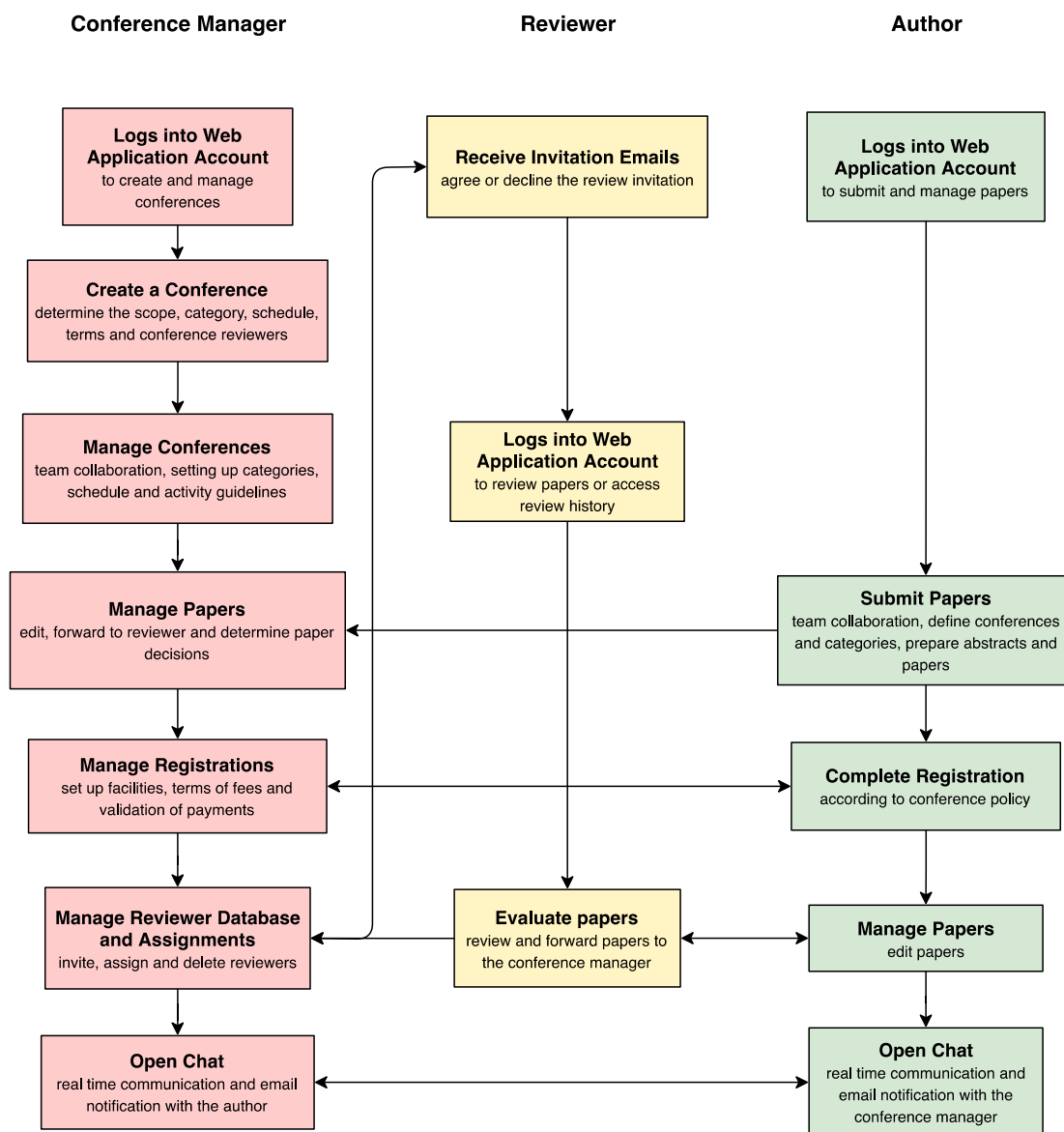
1.7. Manage Reviewer Databases .....	54
1.8. Manage Conference Sessions .....	55

---

## 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



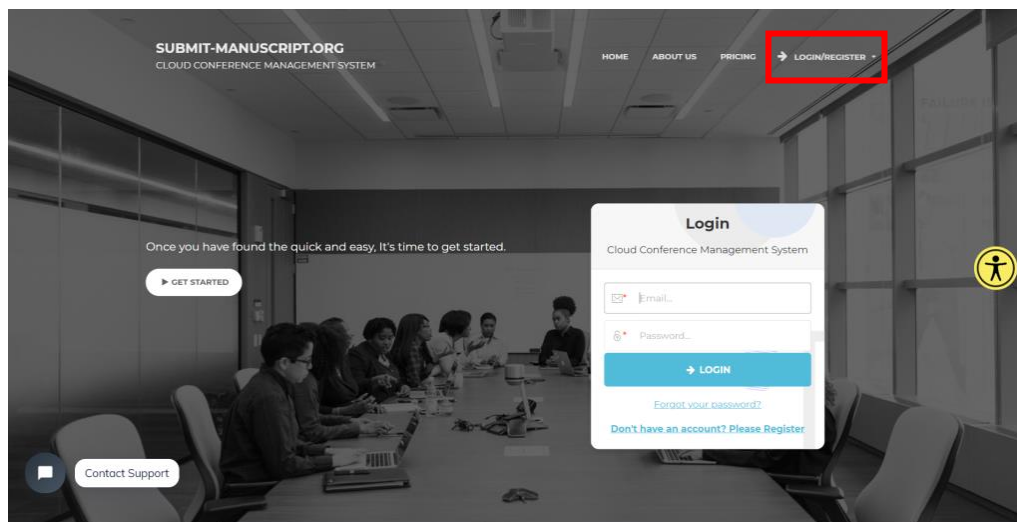
Submit-Manuscript.Org

# User Guide for Conference Manager

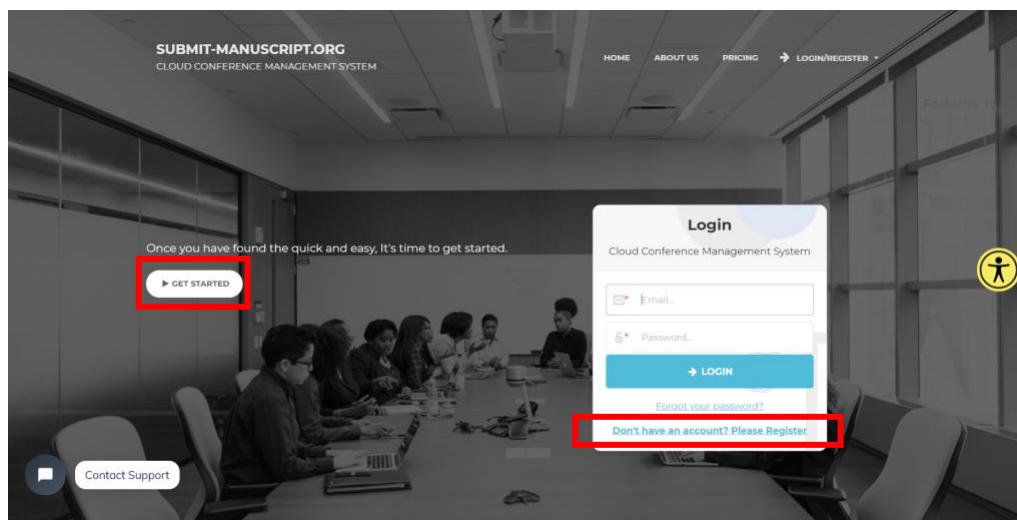
## 1. Create and Manage Conferences

### 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.

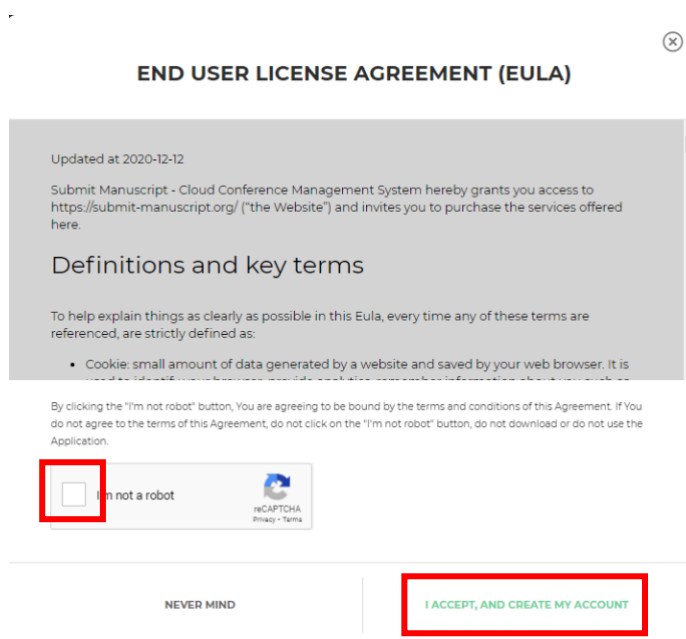


3. Fill in the data on the form according to the required information, then click the *"Create your account"* button. An activation email will automatically be sent to the registered email address.

The screenshot shows the 'Register' form on the Submit-Manuscript.Org website. The form is titled 'Register' and is part of the 'Cloud Conference Management System'. It contains several input fields: a dropdown for salutation, text boxes for first and last names, a text box for a suffix (e.g., Msc./M.Eng/M.F.A./LL.M./), text boxes for email, password, and confirm password, and a text box for institution. A red rectangle highlights the entire form area. Below the form, there is a blue button labeled 'CREATE YOUR ACCOUNT'. Below this button, there is a link for 'Already have an account? Please Login' and a link for 'Resend your email verification', both highlighted with red rectangles. The background of the page shows a cityscape at night.

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.



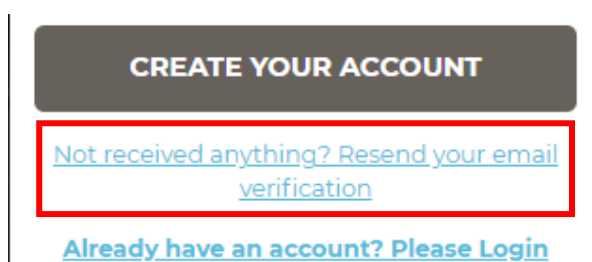
### Well done!

Your account has been registered, please check your e-mail to verify your account

OK

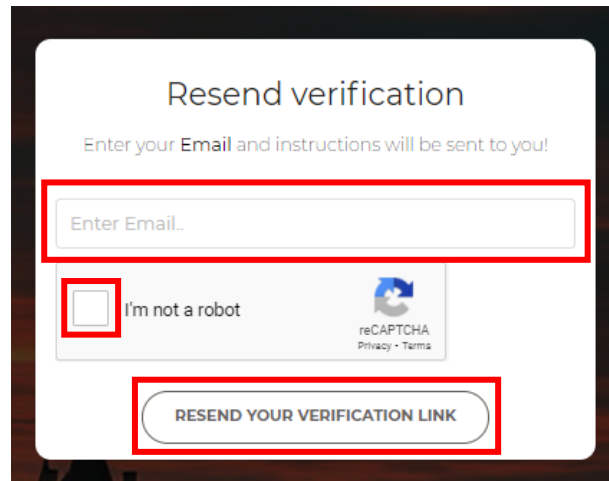
Click the "Ok" button to finish.

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.



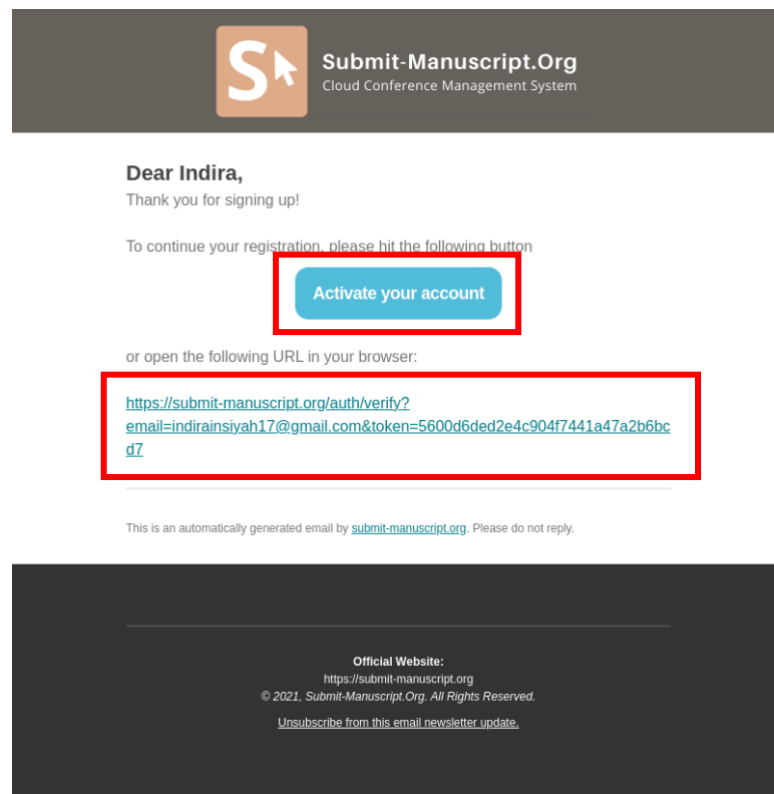
**Well done!**

Done, please check your e-mail to verify your account

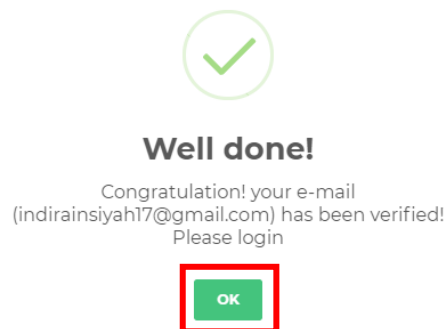


Click the "Ok" button to finish.

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.

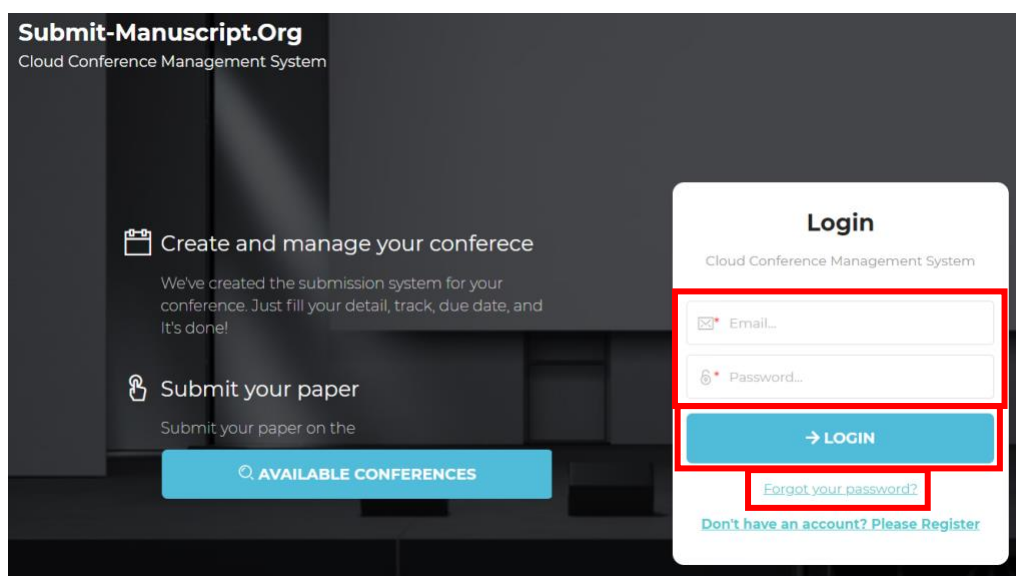


A successfully activated email information pop up will appear, you can log in using the registered account.



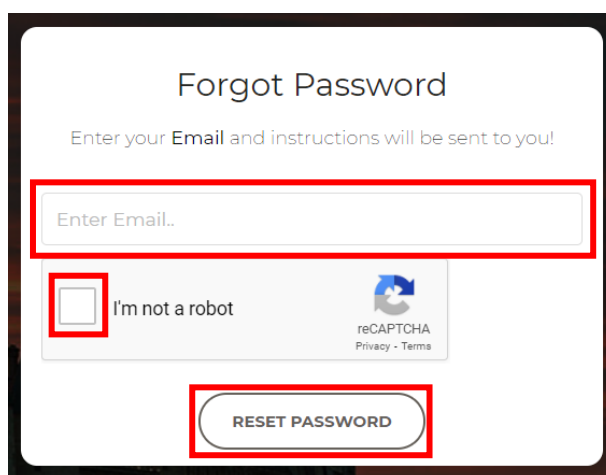
Click the "Ok" button to finish.

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.



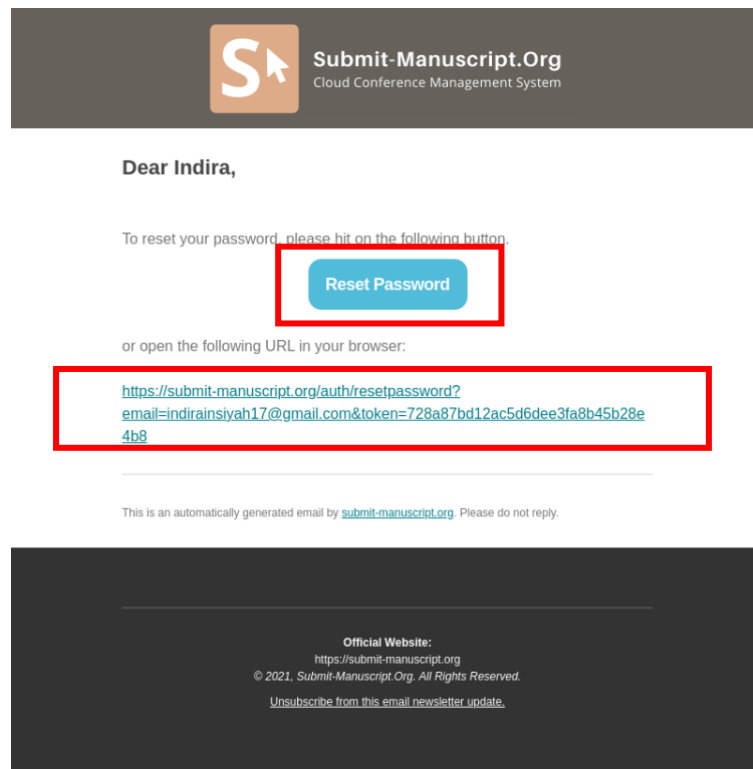
**Well done!**

Check you e-mail to reset your password



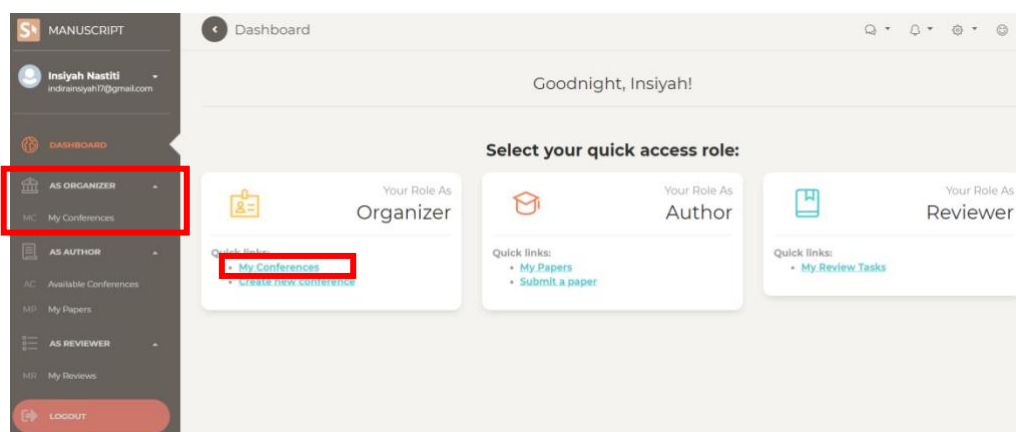
Click the "Ok" button to finish.

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.

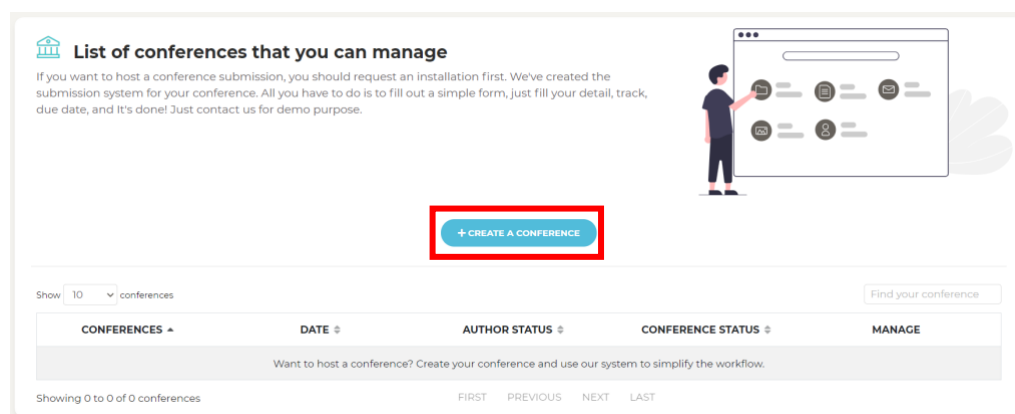


## 1.2. Create Conferences

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.**

## Create your new conference

This information will let us know more about your conference.

1. DETAIL CONFERENCE

Important DatesAvailable TracksPaper TemplateReview FormRegistration FeesConference SessionsConference Managers

### Let's start with conference detail

Conference name\*

Conference name

Conference abbreviation\*

Abbreviation with year (e.g., IOTCTA 2021)

Conference host organizer\*

Conference host organizer

Conference website\*

Conference website URL (including http:// or https://)

Salutation

Prof./Dr./- (Optional)

Chairman name\*

Conference chairman name

Suffix

ST., Msc (Optional)

Chairman institution\*

Conference chairman institution

Chairman institution\*

Conference chairman institution

Conference e-mail\*

Conference e-mail contact

Conference venue\*

Conference venue

Conference address

Conference address (Optional)

City\*

City

Country\*

United States

Sponsor names

Sponsor name (Optional)

Sponsor URLs

Sponsor URL (Optional)

+

×

NEXT

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.

The screenshot shows the 'Create your new conference' form with the 'IMPORTANT DATES' tab selected. The form includes a 'Timezone\*' dropdown menu set to '(GMT +07:00) Antarctica/Davis'. Below this, a note states 'Please use mm/dd/yyyy format, such as 05/13/2020.' The form is divided into four columns: 'ABSTRACT SUBMISSION', 'FULL PAPER SUBMISSION', 'ACCEPTANCE ANNOUNCEMENT', and 'CONFERENCE DATE'. Each column has 'Start' and 'End' date fields. The 'FULL PAPER SUBMISSION' and 'CONFERENCE DATE' columns have their 'Start' and 'End' fields filled with '02/19/2021'. The 'ABSTRACT SUBMISSION' and 'ACCEPTANCE ANNOUNCEMENT' columns have their 'Start' and 'End' fields empty, with a placeholder '(this is an optional date)'. The 'PREVIOUS' and 'NEXT' buttons are at the bottom, with the 'NEXT' button highlighted by a red box.

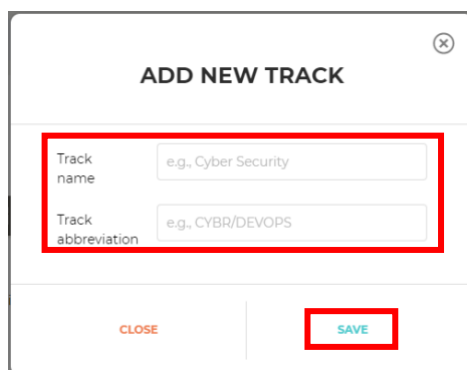
4. Click the "Add New" button to add a paper category or field or symposium on the "Available Tracks" tab, then click the "Next" button to continue to the next process.

**\*Please note, that the addition of a paper category is optional. You can also add it later via the *My Conferences* page > *Edit Conference*.**

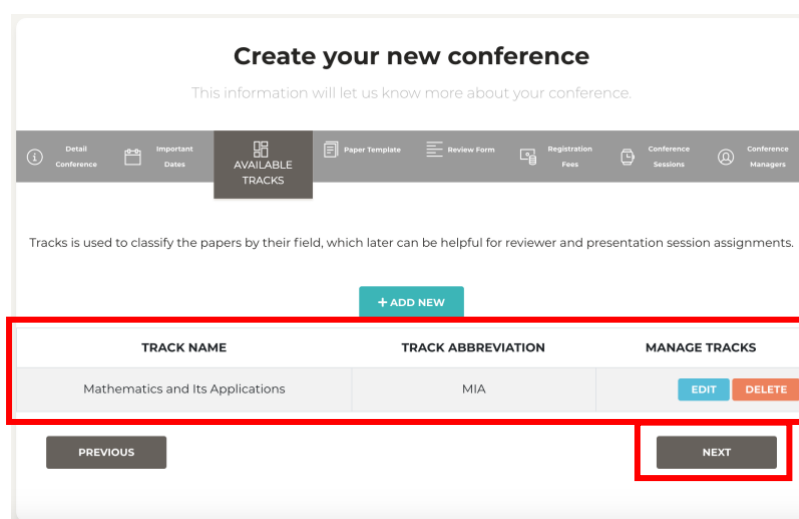
The screenshot shows the 'Create your new conference' form with the 'AVAILABLE TRACKS' tab selected. The form includes a '+ ADD NEW' button. Below this, a table is shown with columns 'TRACK NAME', 'TRACK ABBREVIATION', and 'MANAGE TRACKS'. The 'PREVIOUS' and 'NEXT' buttons are at the bottom, with the 'NEXT' button highlighted by a red box.

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





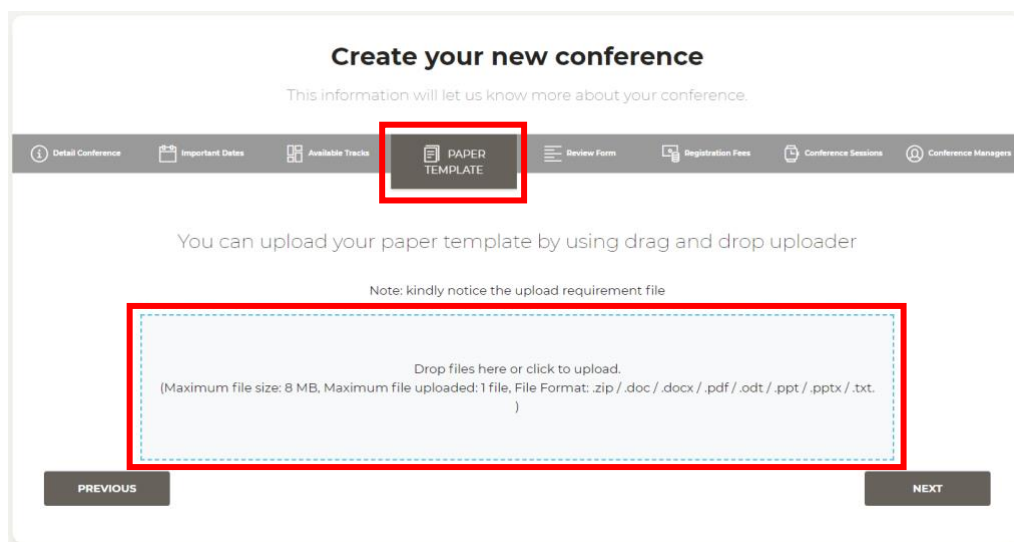
then click the "Save" button to save the created category list.



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.**



**Create your new conference**

This information will let us know more about your conference.

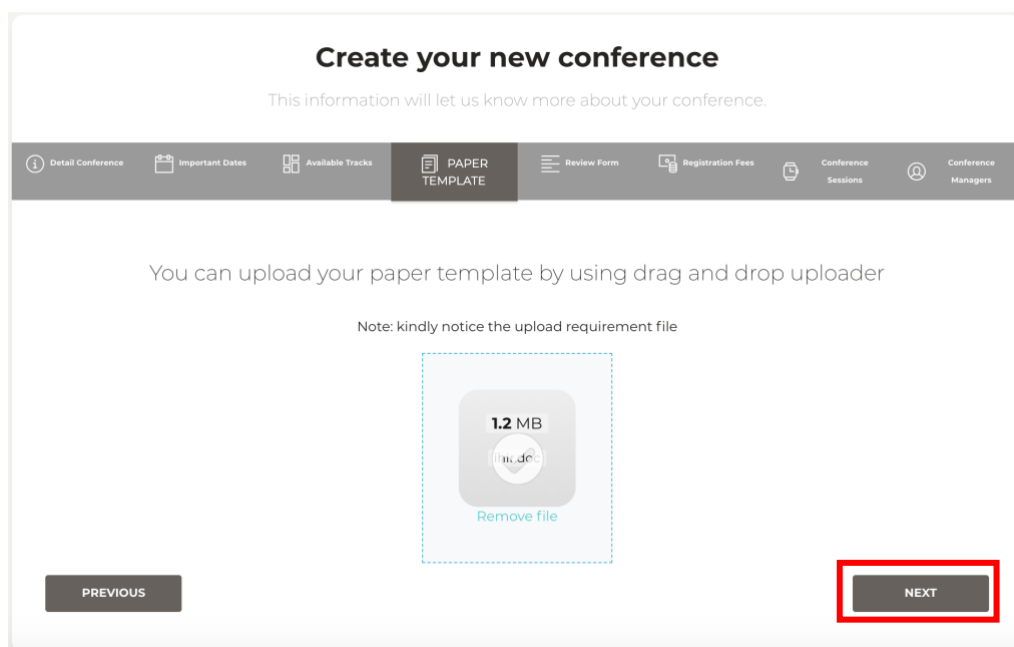
Detail Conference Important Dates Available Tracks **PAPER TEMPLATE** Review Form Registration Fees Conference Sessions Conference Managers

You can upload your paper template by using drag and drop uploader

Note: kindly notice the upload requirement file

Drop files here or click to upload.  
(Maximum file size: 8 MB, Maximum file uploaded: 1 file, File Format: .zip / .doc / .docx / .pdf / .odt / .ppt / .pptx / .txt.)

PREVIOUS NEXT



**Create your new conference**

This information will let us know more about your conference.

Detail Conference Important Dates Available Tracks **PAPER TEMPLATE** Review Form Registration Fees Conference Sessions Conference Managers

You can upload your paper template by using drag and drop uploader

Note: kindly notice the upload requirement file

1.2 MB  
m.doc  
Remove file

PREVIOUS NEXT

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*.**

**Create your new conference**

This information will let us know more about your conference.

Detail Conference Important Dates Available Tracks Paper Template **REVIEW FORM** Registration Fees Conference Sessions Conference Managers

Create a review form

Note: After clicking the green button, you will be redirected to the review form builder automatically. Just drag and drop your needs, and fill your question or options.

Click next / finish after you created your review form.

**CREATE YOUR REVIEW FORM HERE**

PREVIOUS NEXT

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.

Drag these item: And Drop it below this column area (you can sort by yourself)

Text Field  
Text Area  
Select  
Radio Button  
Checkbox  
File Upload

Type your question  
Required

Type your question  
Option  
Required

Your form preview:

Type your question

Type your question

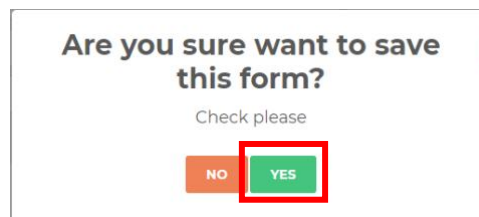
Type your question  
Option

Type your question  
Option

**CLICK HERE TO FINISH YOUR FORM**

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

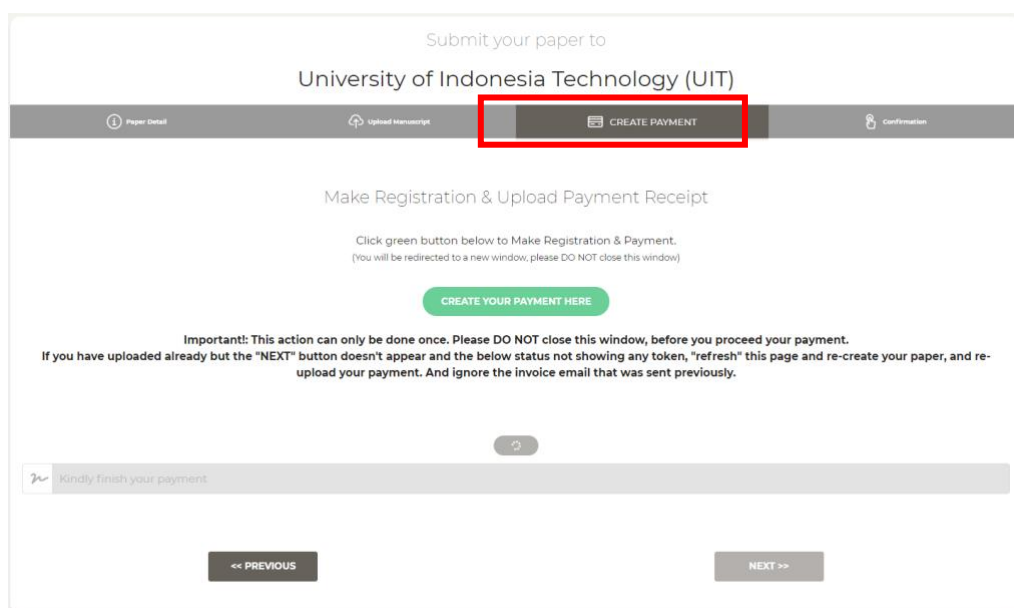
9. Click the "Yes" button on the pop up window to save changes to the standard review form.



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.

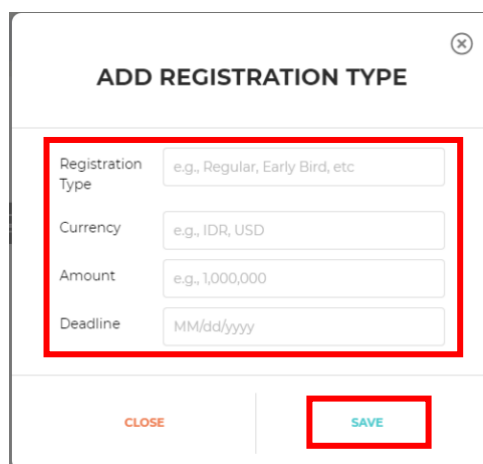
\* Please note, by default the payment mechanism is paper submission first then registration payment. If you apply an early payment \*\* then the registration fee arrangement will apply to the author's manuscript submission process.

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

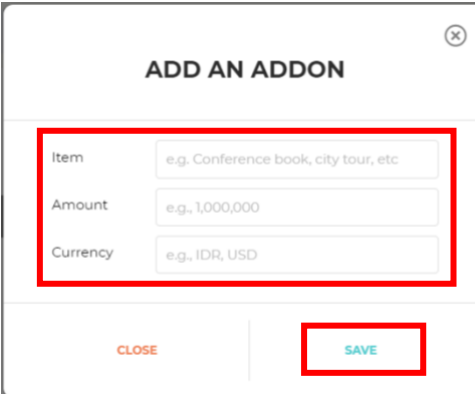


**\*\* If you apply an early payment, the “Create Payment” tab will appear when the author creates a paper, so the payment will be made simultaneously with the initial submission process. If you don't apply it, the “Create Payment” tab will not appear.**

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.

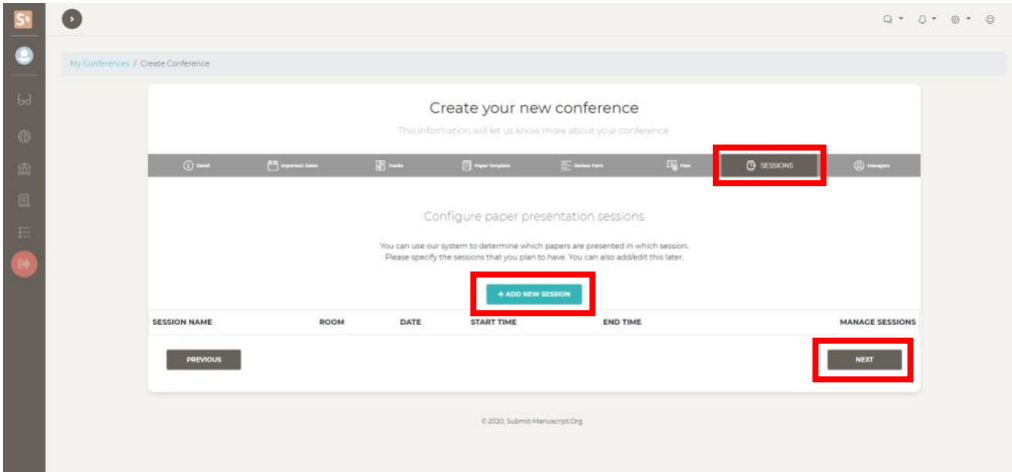


12. Fill in the additional facility payment data on the pop up form according to the information required then click the “Save” button to save the type of additional facility made.



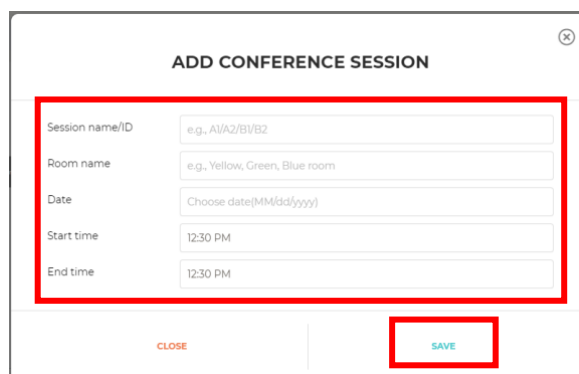
13. Click the *"+ Add a New Session"* button on the *"Sessions"* menu tab to add a list of conference sessions then click the *"Next"* button to proceed to the next process.

**\*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



ADD CONFERENCE SESSION

Session name/ID: e.g., A1/A2/B1/B2

Room name: e.g., Yellow, Green, Blue room

Date: Choose date(MM/dd/yyyy)

Start time: 12:30 PM

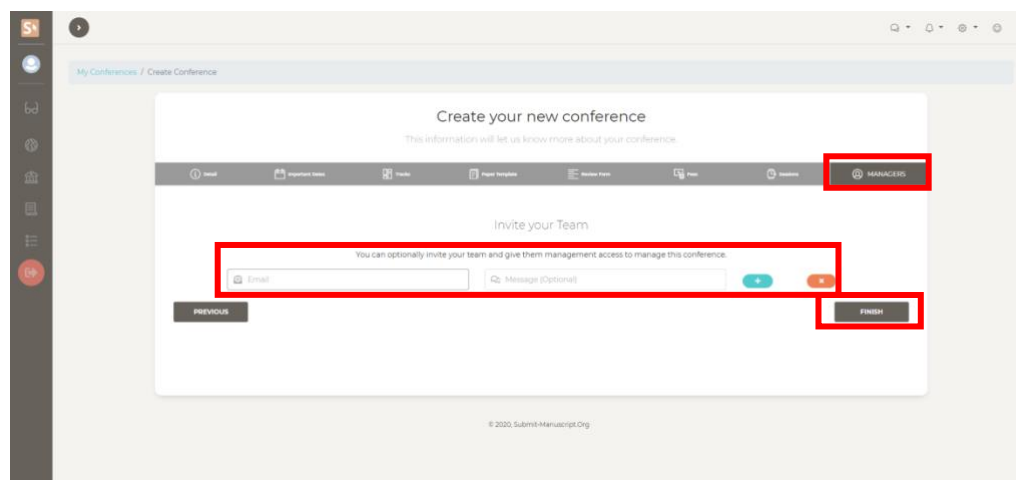
End time: 12:30 PM

CLOSE SAVE

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.**



My Conferences / Create Conference

Create your new conference

This information will let us know more about your conference.

MANAGERS

Invite your Team

You can optionally invite your team and give them management access to manage this conference.

PREVIOUS FINISH

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.



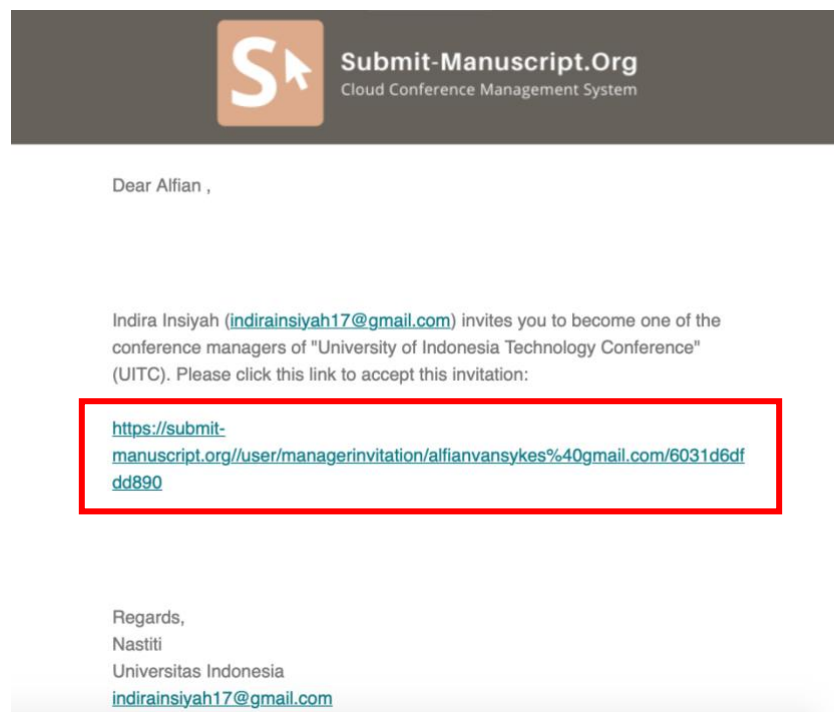
### As you wish!

Your conference has been created, however your conference status is still **Unpublished**. To publish your conference, please make payment based on our pricing lists. Thank you.



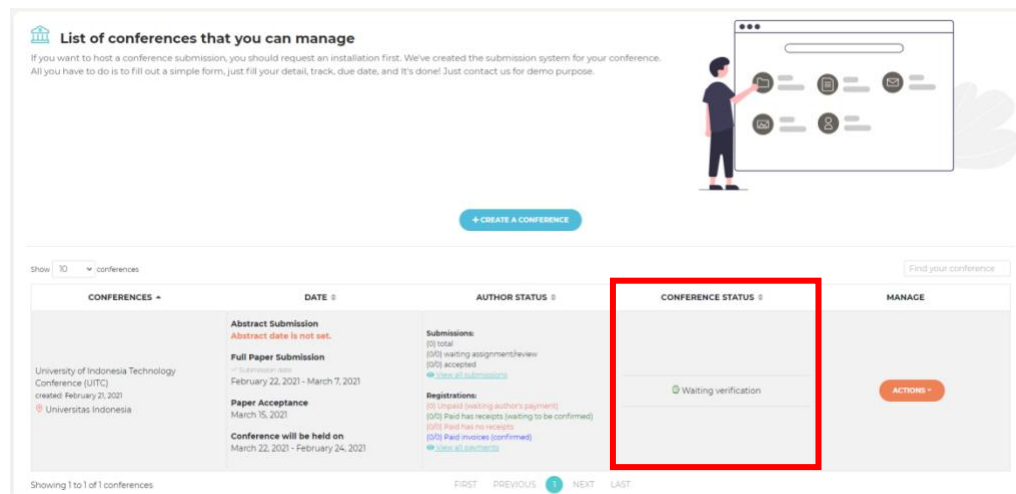
At this point, you have successfully created your conference, click the "Ok" button to finish.

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.

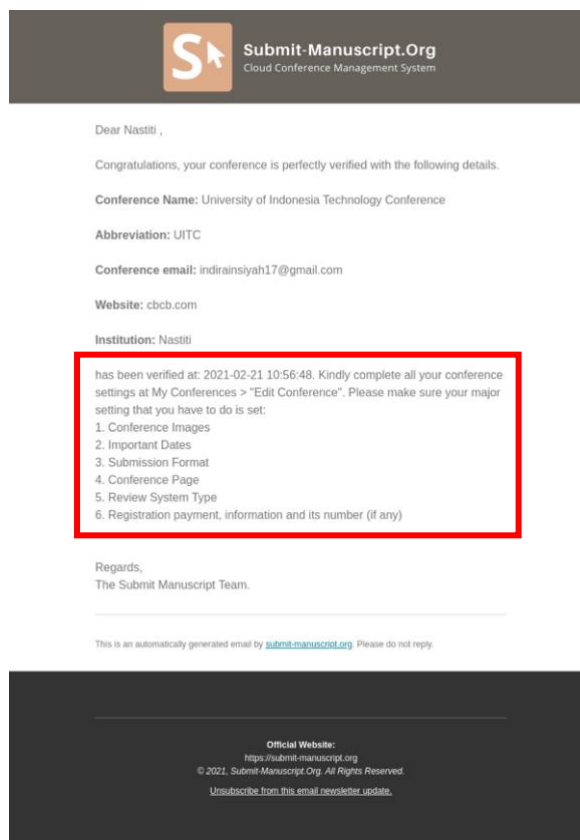




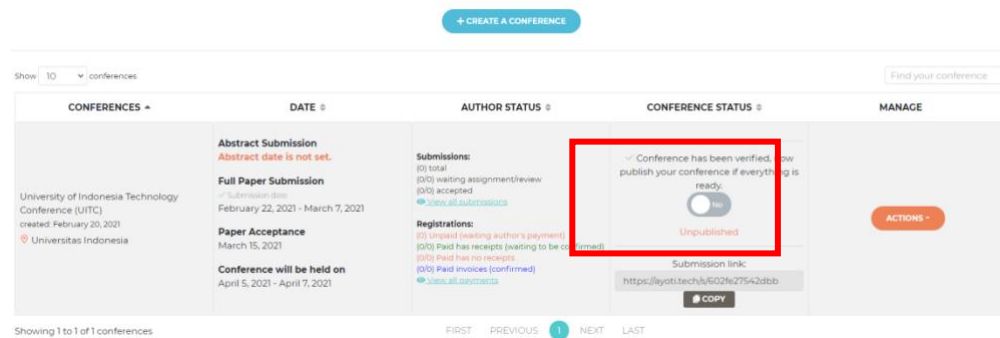
17. The conference that has been made will have the status of "Waiting Verification". You need to wait for our team to verify the conference that you have created in less than 1x24 hours.



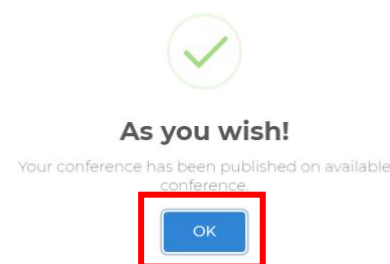
18. You will receive an Email "Congratulations your conference is verified" if your conference has been verified by us.



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.



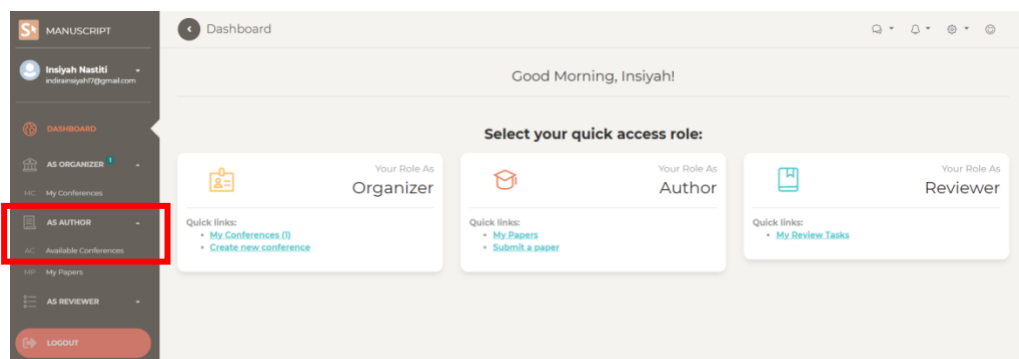
A published conference information pop up will appear.



Click the "Ok" button to finish.

**\* Please 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.

**Available conferences for paper submission**

Please submit the full paper only if your abstract has been first officially accepted by the committee and your are FULLY registered for the conference after paying the registration fee.

Show 10 conferences

Find your conference

CONFERENCE NAME	CONFERENCE DATE	ABSTRACT DEADLINE	PAPER DEADLINE	VENUE	ORGANIZER
University of Indonesia Technology Conference (UITC)	April 05 <sup>th</sup> - 07 <sup>th</sup> 2021	Abstract date <b>is not</b> Available	March 7 2021	Universitas Indonesia	Nastiti

Showing 1 to 1 of 1 conferences

FIRST PREVIOUS 1 NEXT LAST

VIEW DETAILS  
SUBMIT PAPER

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.

### Upcoming conferences [See more](#)

University of Indonesia  
Technology Conference  
(UITC)

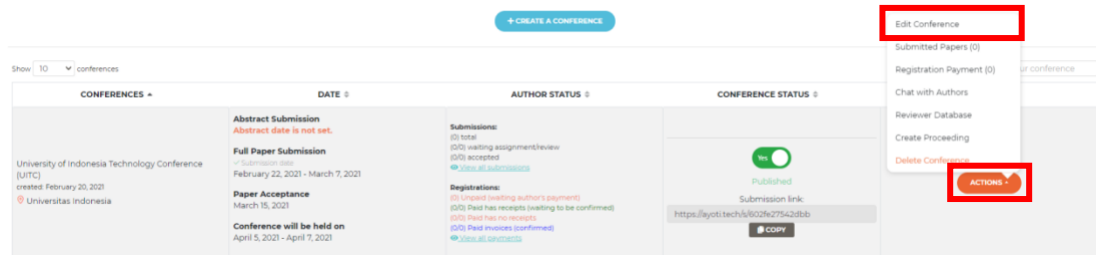
February 20<sup>th</sup> 2021  
Depok, Indonesia  
Not Available  
0 views

SUBMIT

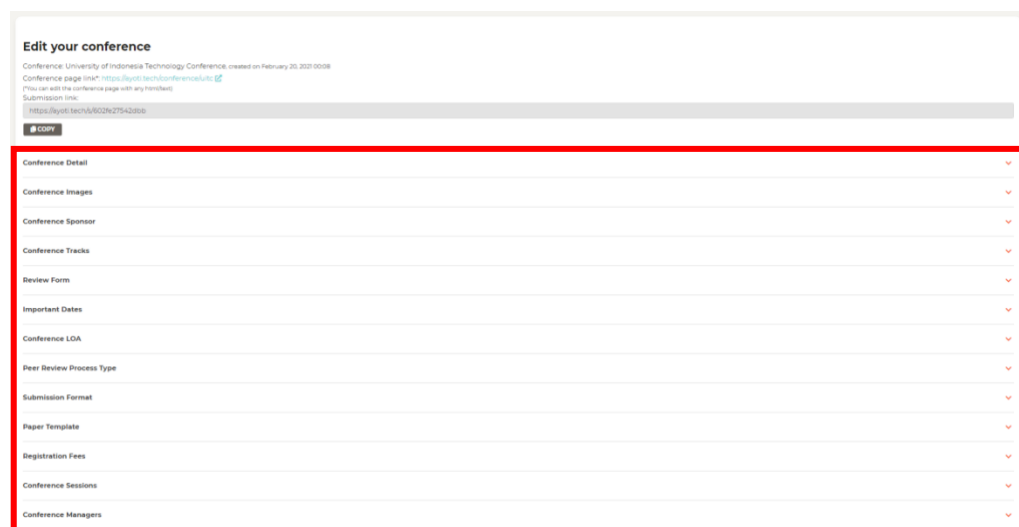
SEE MORE AVAILABLE CONFERENCES

## 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 Detail

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.

Conference Detail

Conference name

University of Indonesia Technology Conference

Conference abbreviation

UITC

Institution Organizer

Nastiti

Main Web URL

cbbcb.com

Conference Chairman

Prof./Dr./- (Optional)

Nastiti

ST., Msc (Optional)

Conference Chairman Email

indirainsiyah17@gmail.com

Conference Chairman Institution

Universitas Indonesia

Conference Venue

Universitas Indonesia

Conference Address

Conference address

Conference City

Depok

Conference Country

Indonesia

APPLY 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.**

Conference Images

Reach more participant with valuable conference banner and promotional images. These images will be appeared in "Upcoming conferences", and conference page.

Don't have Conference Images yet? Click [here](#) to auto-generate your Conference Images.

Banner image Upload your banner first

Drop files here or click to upload.  
(Maximum file size: 8 MB, Maximum file uploaded: 1 file, File Format: .gif, .jpg, .png, images.  
Your uploaded file **can** be actually removed by clicking the remove file.)

Example conference banner image 1200x370:

Venue or Promotional conference image Upload your promotion image

Drop files here or click to upload.  
(Maximum file size: 8 MB, Maximum file uploaded: 1 file, File Format: .gif, .jpg, .png, images.  
Your uploaded file **can** be actually removed by clicking the remove file.)

Example conference promotion/venue image 200 x 200:

### 1.3.3 Conference Sponsors

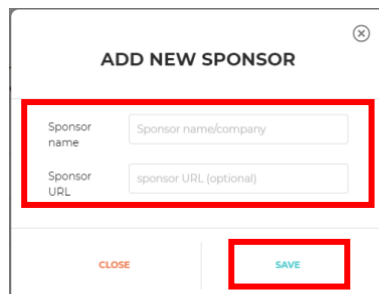
- Click the "Conference Sponsors" dropdown to edit the list of conference sponsors > Click the "+ Add New Sponsor" link to add a conference sponsor > Click the Manage sponsors dropdown > Click the "Edit Sponsor" menu to edit the sponsor data.

Conference Tracks

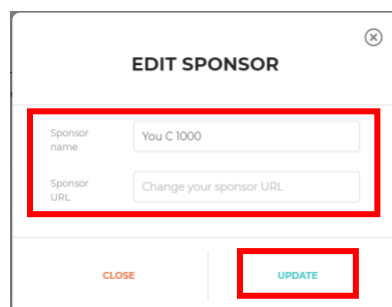
+ ADD NEW TRACK

Track name	Track abbreviation	Manage tracks
Artificial Intelligent	AI	<div>Edit Track</div> <div>Delete Track</div>

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.

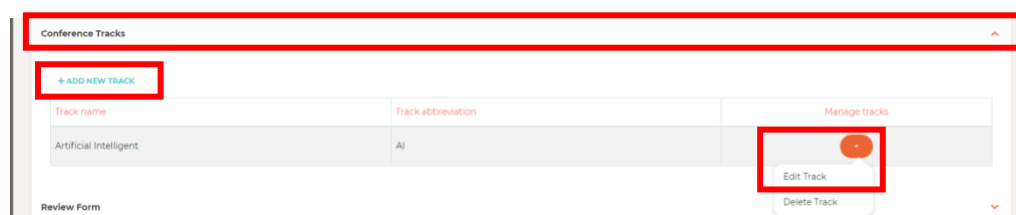


3. Edit the conference sponsor data in the pop up form according to the required information then click the "Update" button to save the list of edited conference sponsors.

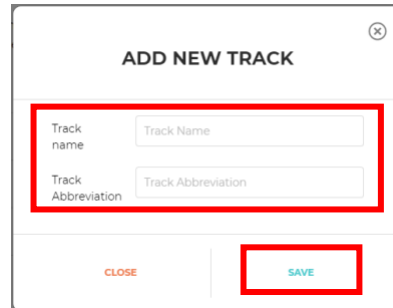


### 1.3.4 Conference Tracks

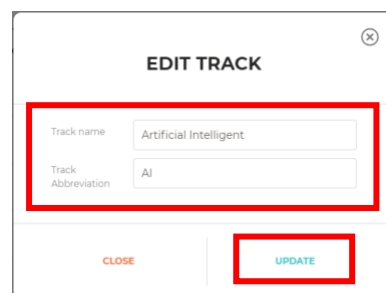
1. Click the "Conference Tracks" dropdown to edit the list of conference categories > Click the "+ Add New Track" link to add a conference category > Click the manage categories dropdown > Click the "Edit Track" menu to edit the category data.



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.



Review Form

Edit existing review form or create a new form review.  
This will not be editable once a reviewer is invited.

1 Question : Sesuai standard penulisan?

^ Answer : Type text

2 Question : Sesuai ketentuan?

^ Answer : Type textarea

3 Question : Lolos screening

^ Answer (type radio): ☐ Ya ☐ Tidak

APPLY CHANGES

+ DELETE AND CREATE NEW

### 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.

Important Dates

Abstract submission	from	01/01/1970	until	01/01/1970
Fullpaper submission	from	12/31/2020	until	01/31/2021
Acceptance notification	from	02/10/2021	until	01/31/2021
Conference date	from	03/01/2021	until	03/03/2021

APPLY 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.

#### Conference LoA

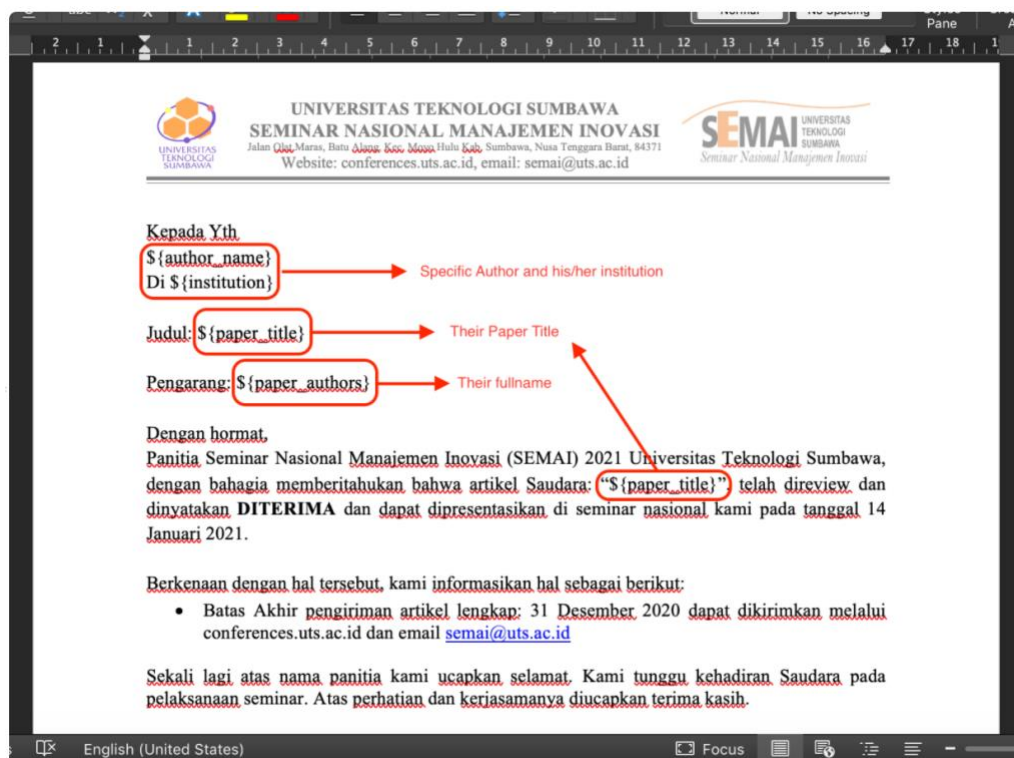
We have created Letter of Acceptance for your conference. This LoA will be sent to all the author who has the same paper id individually after you decided to "Accept" their paper via Submitted paper automatically. All you have to do is just upload your template with specific pattern format below:

The idea is pretty much to "copy and paste" the text which we **bolded** below in your "TEMPLATE":

**\$(author\_name)** -> Printed a specific paper author,  
**\$(institution)** -> Printed his/her institution,  
**\$(paper\_title)** -> Printed their paper title,  
**\$(paper\_authors)** -> 3 of them will be printed,  
**\$(paper\_deadline)** -> Paper deadline (example output: January 11, 2021),  
**\$(presentation\_date)** -> Conference/presentation date (example output: January 11, 2021).

Download Example doc: [example\\_loa.docx](#)

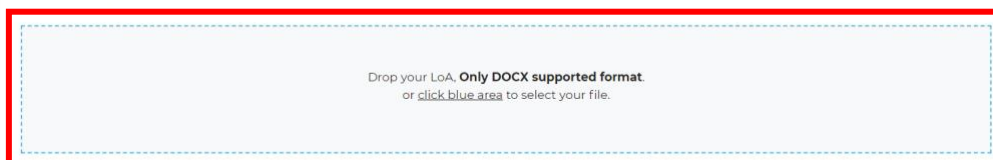
Example of LoA page:



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.**

Upload The Template that you have edited according to our format:



To test this LoA, you have to submit a paper manually at your own conference with one or more authors. Once you have done "paper acceptance", you will see your LoA as an attachment in the e-mail inbox for all author associated with paper ID.

### 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.**

Page 34



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.

Submission Format

Select based on multiple choice submission format. This feature enables your conference submission format for both initial and revised paper submission.

Please select your **initial** submission format\*

☒ PDF

☐ DOCK

☐ DOC

Please select your **revised** submission format\*

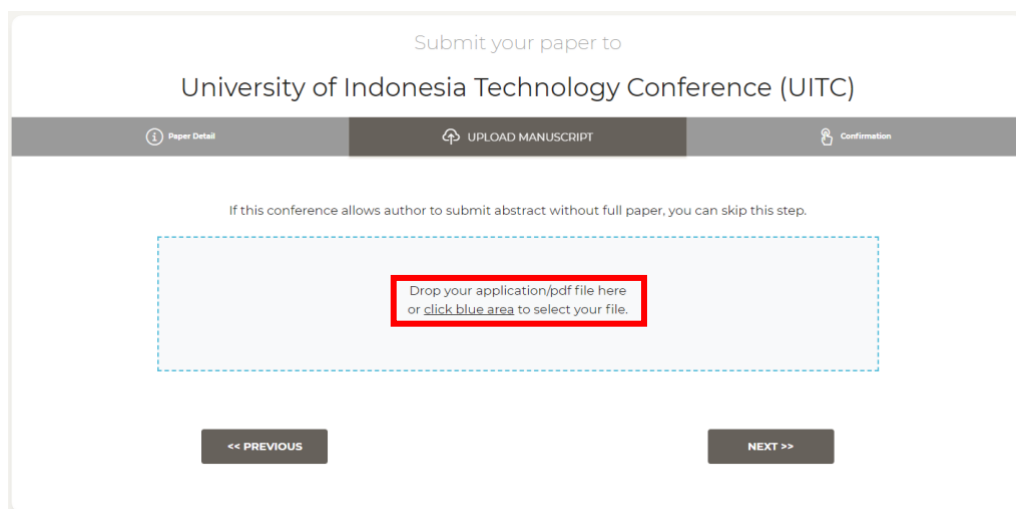
☐ PDF

☒ DOCK

☐ DOC

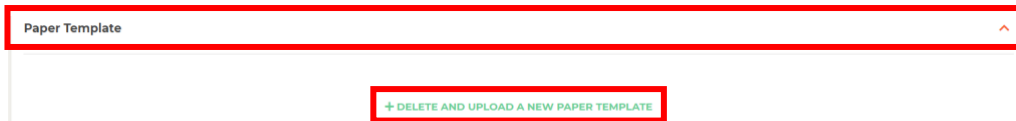
APPLY CHANGES

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

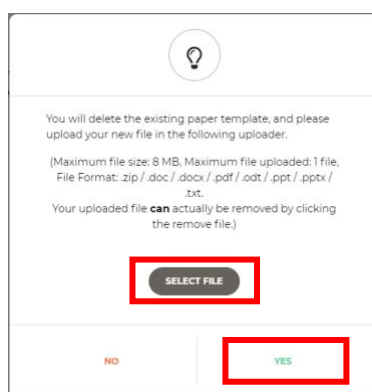


### 1.3.10 Paper Template

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.

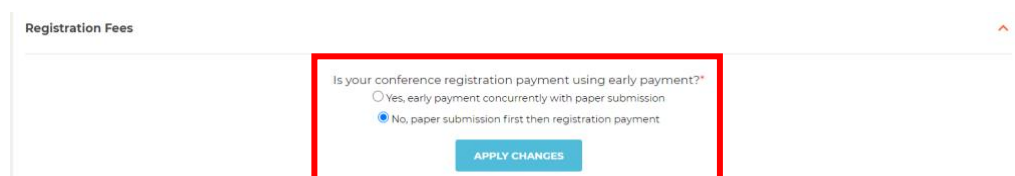


2. Click the *"Select File"* button to edit the format of the conference paper in the pop up form by uploading the required files then click the *"Yes"* button to save the edited conference paper format.

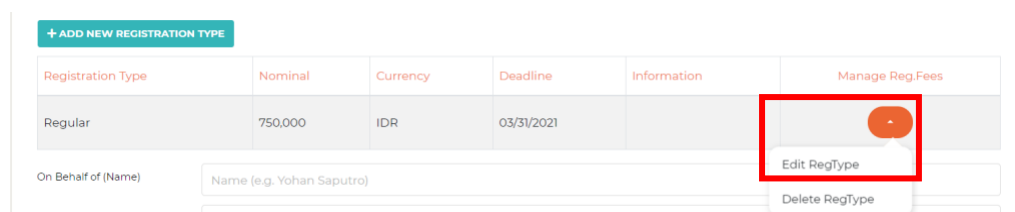


### 1.3.9 Registration Fees

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.

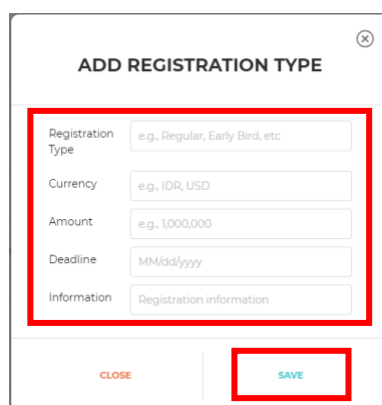


2. Click *"+ Add a Registration Type"* button to add registration payment type> Click the manage registration type dropdown > Click the *"Edit RegType"* menu to edit the registration type data.



Registration Type	Nominal	Currency	Deadline	Information	Manage Reg.Fees
Regular	750,000	IDR	03/31/2021		<div><div></div><div>Edit RegType</div><div>Delete RegType</div></div>

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.



#### ADD REGISTRATION TYPE

Registration Type

e.g., Regular, Early Bird, etc

Currency

e.g., IDR, USD

Amount

e.g., 1,000,000

Deadline

MM/dd/yyyy

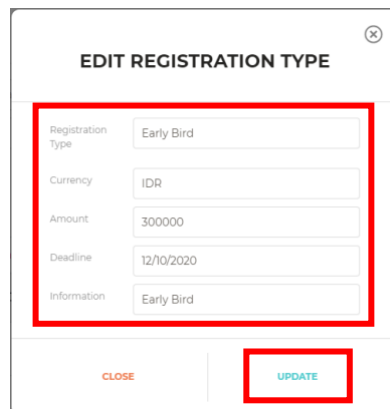
Information

Registration information

CLOSE

SAVE

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.



EDIT REGISTRATION TYPE

Registration Type: Early Bird

Currency: IDR

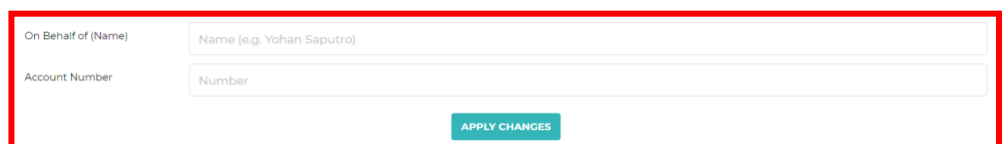
Amount: 300000

Deadline: 12/10/2020

Information: Early Bird

CLOSE UPDATE

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

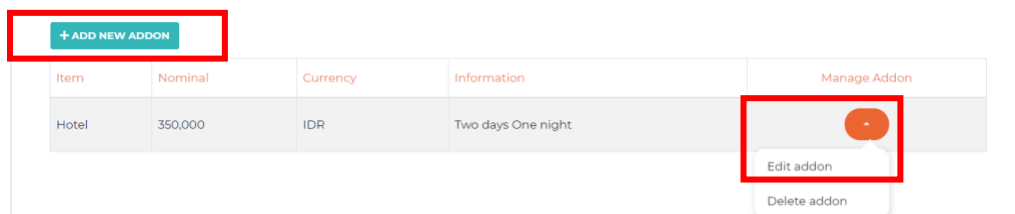


On Behalf of (Name): Name (e.g. Yohan Saputro)

Account Number: Number

APPLY 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.



+ ADD NEW ADDON

Item	Nominal	Currency	Information	Manage Addon
Hotel	350,000	IDR	Two days One night	Edit addon Delete addon

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.

ADD CONFERENCE ADDON

Item e.g., conference book, city tour, etc

Currency e.g., IDR, USD

Amount e.g., 1,000,000

Addon Information Addon Information

CLOSE SAVE

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.

EDIT CONFERENCE ADDON

Item Hotel

Currency IDR

Amount 350000

Addon Information each night

CLOSE UPDATE

### 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.

Conference Sessions

+ ADD NEW CONFERENCE SESSION

Session Name	Session room name	Session date	Session start time	Session end time	Manage Session
A1	Room A	04/05/2021	8:00 AM	9:00 AM	Edit Session Delete Session



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.

ADD CONFERENCE SESSION

Session name/ID: A1

Session room name: Room A

Session conference date: 04/05/2021

Note - Your conference date:  
conference date start: 04/05/2021  
conference date end: 04/07/2021

Session start hour: 8:00 AM

Session end hour: 9:00 AM

CLOSE SAVE

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.

EDIT CONFERENCE SESSION

Session name: A1

Session room name: Room A

Session date: 03/01/2021

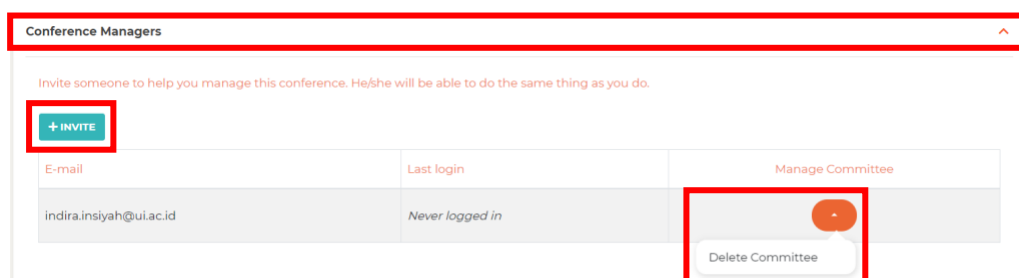
Session start time: 9:00 AM

Session end time: 12:00 PM

CLOSE UPDATE

### 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.

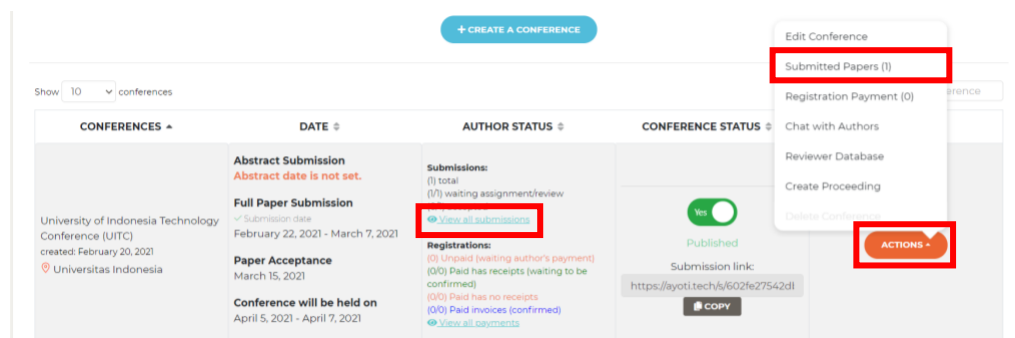


2. Fill in the conference collaboration team data on the pop up form according to the required information then click the "Save" button to save the list of the conference collaboration team created.

The screenshot shows a pop-up form titled 'ADD NEW COMMITTEE'. It has three input fields: 'Fullname', 'Email', and 'Message (optional)'. A red box highlights these fields. At the bottom right, there is a red box around the 'SAVE' button. There is also a 'CLOSE' button at the bottom left.

## 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.

My Conferences / Submitted Paper

### Submitted Papers

University of Indonesia Technology Conference (UITC)

All (1) **Waiting (1)** Revised (0) Accepted (0) Rejected (0) Withdrawn (0)

search by title, name, or email

Paper ID	Submit Date	Track	Title, Abstract, Keywords	Full paper		Authors	Reviewer	Plagiarism Status	Status
				Initial	Revised				
1	Feb 21, 11:00	AI	Vertical Take Off Landing Medical Machine <a href="#">View Abstract</a> Keywords: VTOL, AI	<a href="#">Karya Ilmiah.pdf</a> February 21, 2021 11:00 <a href="#">Replace</a>	<a href="#">Revisi.docx</a> February 21, 2021 11:38 <a href="#">Replace</a>	1. <a href="#">Indira Insyah</a> (Universitas Indonesia, indira17@gmail.com) <a href="#">Email History</a>	1. <a href="#">Adrian Feryansyah</a> (alfriansyah@gmail.com) Feb 21, 2021 Feb 21, 2021 Mar 15, 2021 Feb 21, 2021 Review has been completed. <a href="#">Result</a> <a href="#">Invite Reviewer</a>	<a href="#">View Plagiarism Result</a>	Waiting Notes to Author: <a href="#">Create Notes</a>

Showing 1 to 1 of 1 papers

[APPLY CHANGES](#)

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.

Title, Abstract, Keywords

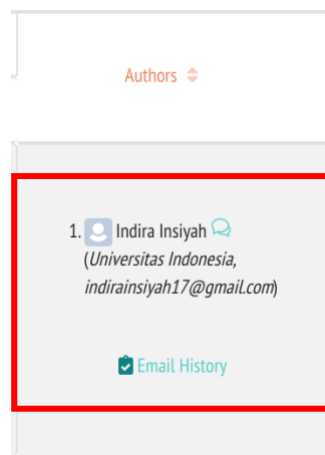
Vertical Take Off Landing Medical Machine [Edit](#)  
[View Abstract](#)  
Keywords: VTOL, AI

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.

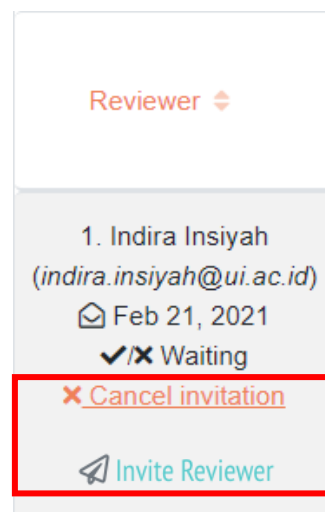
Full paper

Initial	Revised
<a href="#">Adhyastha_Karya_Ilmiiah.pdf</a> February 20, 2021 16:54 <a href="#">Replace</a>	<a href="#">Upload</a>

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.

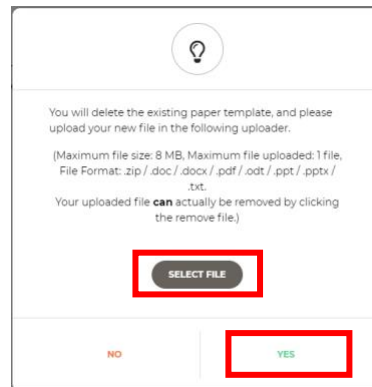


\*Please note, the "Cancel Invitation" button will only appear when the reviewer has not specified "Agree", "Decline" or "Unavailable" in the email message inviting scientific papers review.

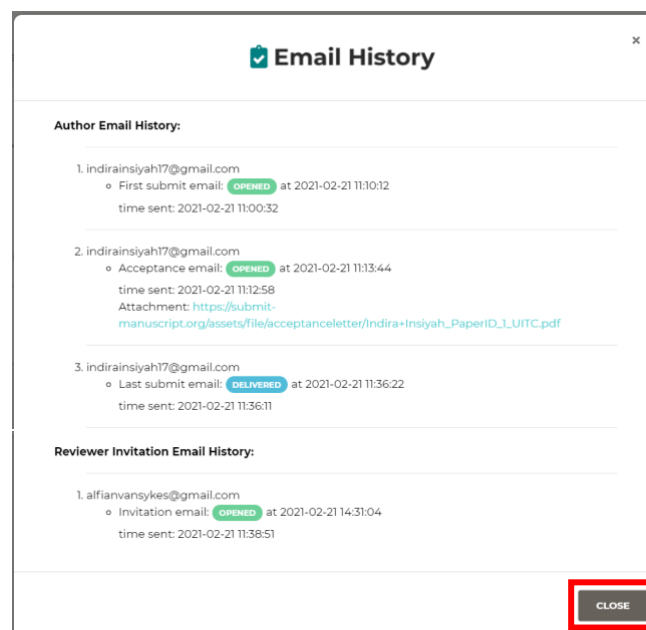
3. Edit the title of the scientific paper on the pop up form then click the "Update" button to update it.



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.

Vertical Take Off Landing Medical Machine

Search:

Name	Email	Institution	Expertise	#Invitation	Agreed Response	Action
No data available in table						

PREVIOUS NEXT

Note: To send invitation with reviewer database, please scroll the table above to the right >> and press invitation button. If your reviewer candidate doesn't exist in the table above, you can add them manually by importing .xlsx data [here](#), or you can fill in the following fields.

Salutation\*

-- Choose salutation --

Name\*

Full Name

Suffix

Suffix

Email\*

Email

Affiliation/Institution\*

Affiliation/Institution

Expertise\*

Expertise

Message (optional)

Message

SEND MAIL CLOSE

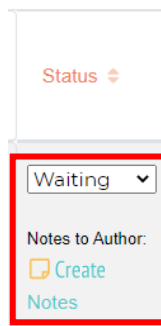
7. Handling accidentally click cancellation invitation reviewer. Click the *"Yes, Dismiss this Reviewer"* button to continue cancellation.

Are you sure want to dismiss this invitation?

Check please

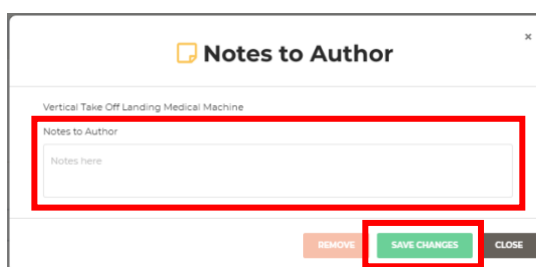
NOT NOW YES, DISMISS THIS REVIEWER

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



A screenshot of a status dropdown menu. The dropdown is open, showing the selected status 'Waiting' with a downward arrow. Below the status, the text 'Notes to Author:' is displayed, followed by a blue icon of a notepad and the text 'Create Notes' in blue. The entire dropdown menu is enclosed in a red rectangular box.

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.




A screenshot of a pop-up form titled 'Notes to Author'. The form has a header with a notepad icon and the title. Below the header, there is a text area labeled 'Notes to Author' with the placeholder text 'Notes here'. The text area is enclosed in a red rectangular box. At the bottom of the form, there are three buttons: 'REMOVE' (orange), 'SAVE CHANGES' (green), and 'CLOSE' (grey). The 'SAVE CHANGES' button is also enclosed in a red rectangular box.

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.

	Reviewer	Plagiarism
	<p>1. Alfian Firmansyah Alfian Firmansyah (alfianvansykes@gmail.com) Feb 06, 2021 Feb 06, 2021 Jan 05, 2021 Feb 06, 2021</p> <p>✓ Review has been completed.</p>	
	<p>2. Alfian Firmansyah (alfian.firmansyah@ui.ac.id) Feb 06, 2021 Feb 06, 2021 Jan 05, 2021 Feb 06, 2021</p> <p>✓ Review has been completed.</p> <p>Result Invite Reviewer</p>	There is no

Your result reviewers will be displayed as follows.

 **Result**

[Reviewer #1]

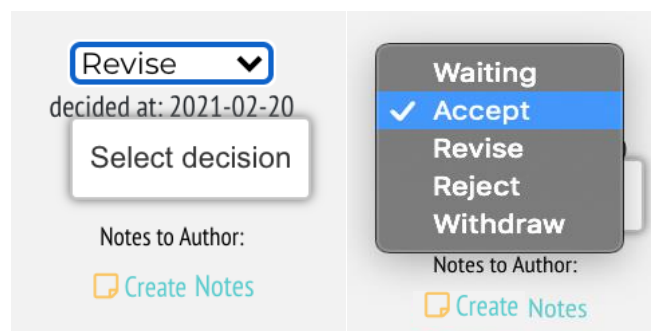
- Type your question
  - Ini reviewer pertama
- Type your question
  - Ini reviewer pertama yaaa
- Type your question
  - Type your Option here
- Type your question
  - Option
- Type your question
  - Type your option
- Type your label file descriptions/information to inform reviewers
  - [http://localhost/submitproduction/free/download\\_paper\\_review/example\\_loa1\\_converted\\_2.pdf](http://localhost/submitproduction/free/download_paper_review/example_loa1_converted_2.pdf)

[Reviewer #2]

- Type your question

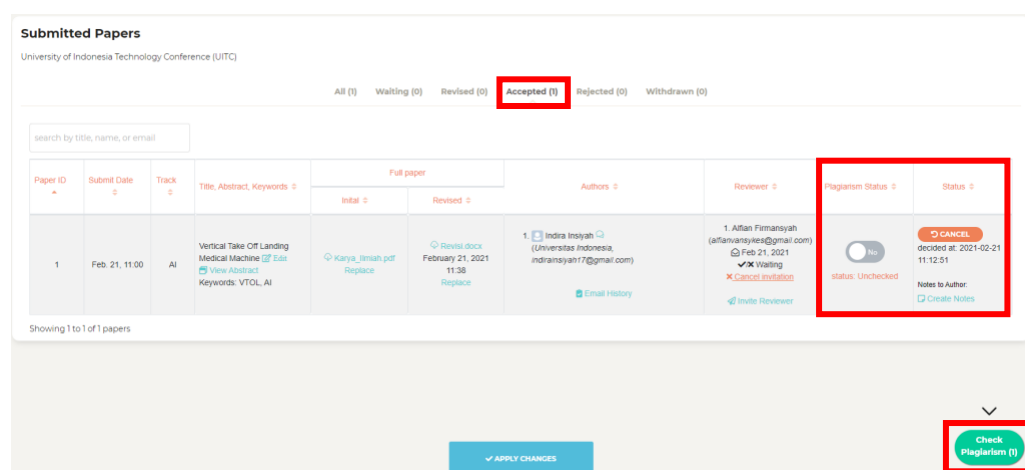
After you get a recommendation from the reviewer you invite, you can make a paper decision (for example accept) > Click Apply Changes.



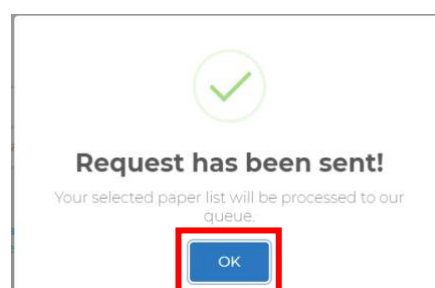


\*Please note, the system will automatically send a notification email message of papers passing the provisions to the author accompanied by an LoA attachment.

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 \*.

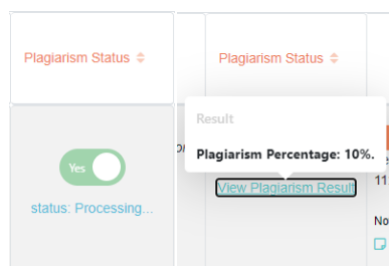


Information pop up adding manuscript to plagiarism evaluation list successfully done will appearing.



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.**

**Submitted Papers**  
University of Indonesia Technology Conference (UITC)

All (1)   Waiting (0)   **Revised (1)**   Accepted (0)   Rejected (0)   Withdrawn (0)

search by title, name, or email

Paper ID	Submit Date	Track	Title, Abstract, Keywords	Full paper		Authors	Reviewer	Status
				Initial	Revised			
1	Feb. 20, 16:54	AI	Vertical Take Off Landing Medical Machine <a href="#">View Abstract</a> Keywords: VTOL, AI	<a href="#">Adhyastha_Karya_Imiah.pdf</a> February 20, 2021 16:54 <a href="#">Replace</a>	<a href="#">Upload</a>	1. Adhyastha Tristan (Universitas Airlangga, adhyasthatristann@gmail.com) <a href="#">Email History</a>	1. Indra Insiyah (indira.insiyah@ui.ac.id) Feb 21, 2021 <a href="#">Waiting</a> <a href="#">Cancel Invitation</a> <a href="#">Invite Reviewer</a>	<a href="#">Revise</a> decided at: 2021-02-21 01:06:48 <a href="#">Notes to Author</a> <a href="#">Create Notes</a>

Showing 1 to 1 of 1 papers

[APPLY CHANGES](#)

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.**

**Submitted Papers**  
University of Indonesia Technology Conference (UITC)

All (1)   Waiting (0)   Revised (0)   Accepted (0)   **Rejected (1)**   Withdrawn (0)

search by title, name, or email

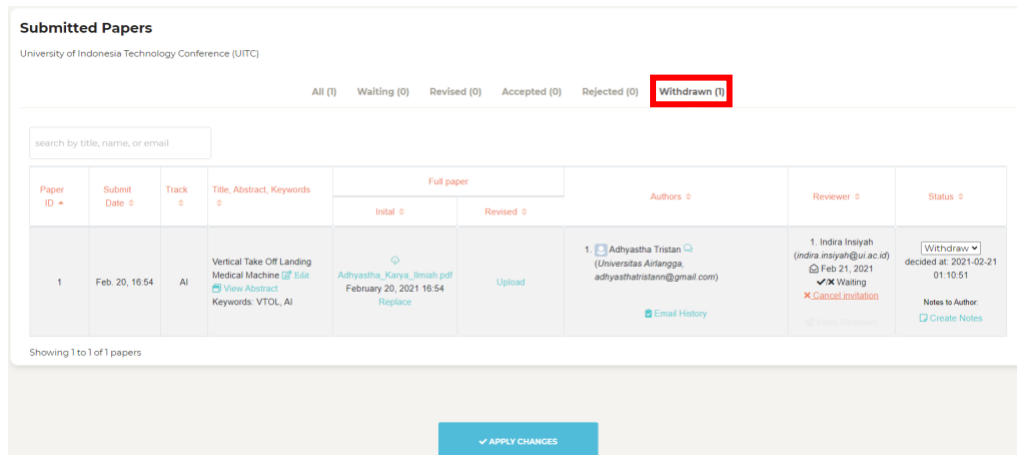
Paper ID	Submit Date	Track	Title, Abstract, Keywords	Full paper		Authors	Reviewer	Status
				Initial	Revised			
1	Feb. 20, 16:54	AI	Vertical Take Off Landing Medical Machine <a href="#">View Abstract</a> Keywords: VTOL, AI	<a href="#">Adhyastha_Karya_Imiah.pdf</a> February 20, 2021 16:54 <a href="#">Replace</a>	<a href="#">Upload</a>	1. Adhyastha Tristan (Universitas Airlangga, adhyasthatristann@gmail.com) <a href="#">Email History</a>	1. Indra Insiyah (indira.insiyah@ui.ac.id) Feb 21, 2021 <a href="#">Waiting</a> <a href="#">Cancel Invitation</a> <a href="#">Invite Reviewer</a>	<a href="#">Reject</a> decided at: 2021-02-21 01:09:33 <a href="#">Notes to Author</a> <a href="#">Create Notes</a>

Showing 1 to 1 of 1 papers

[APPLY CHANGES](#)

14. Click the *"Withdrawn"* menu to see a list of paper submission cancellations.

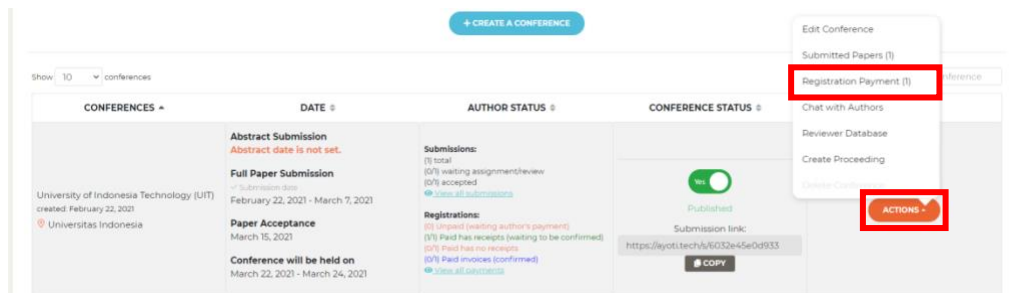
**\*Please noted, the system will automatically send an email notification of paper canceled to the author.**



The screenshot shows the 'Submitted Papers' page for the University of Indonesia Technology Conference (UITC). At the top, there are tabs for 'All (1)', 'Waiting (0)', 'Revised (0)', 'Accepted (0)', 'Rejected (0)', and 'Withdrawn (1)'. The 'Withdrawn (1)' tab is highlighted with a red box. Below the tabs is a search bar and a table of submitted papers. The table has columns for Paper ID, Submit Date, Track, Title, Abstract, Keywords, Full paper (Initial and Revised), Authors, Reviewer, and Status. The first row shows a paper with ID 1, submitted on Feb. 20, 2021, titled 'Vertical Take Off Landing Medical Machine'. The status is 'Withdrawn' and the decision date is '2021-02-21 01:10:51'. A red box highlights the 'Withdrawn' status in the table.

## 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.



The screenshot shows the 'Conference Management' page for the University of Indonesia Technology Conference (UITC). The page has a header with a '+ CREATE A CONFERENCE' button. Below the header is a table of conferences. The first row shows a conference with ID 1, titled 'University of Indonesia Technology (UITC)'. The status is 'Published'. The 'Actions' button is highlighted with a red box. A dropdown menu is open from the 'Actions' button, showing options: 'Edit Conference', 'Submitted Papers (1)', 'Registration Payment (1)', 'Chat with Authors', 'Reviewer Database', and 'Create Proceeding'. The 'Registration Payment (1)' option is highlighted with a red box.

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.

**Registration Payment**  
University of Indonesia Technology Conference

**Registrations:**  
(0) Unpaid (waiting author's payment)  
(1) Paid has receipts (waiting to be confirmed)  
(0) Paid has no receipts  
(0) Paid invoices (confirmed)

Incoming Payments (1) Paid Payments (0)

Find your invoice

PAPER ID	INVOICE ID	AUTHORS	REGISTRATION TYPE	CURRENCY	NOMINAL	PAYMENT STATUS
1	157c053274d30203d70338f95905e	Indira Insyah	Regular	IDR	350.000	Author Payment Receipt Unpaid

Showing 1 to 1 of 1 invoices

→ APPLY AUTHOR PAYMENT

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

**Registration Payment**  
University of Indonesia Technology Conference

**Registrations:**  
(0) Unpaid (waiting author's payment)  
(0) Paid has receipts (waiting to be confirmed)  
(0) Paid has no receipts  
(1) Paid invoices (confirmed)

Incoming Payments (0) Paid Payments (2)

Find your invoice

PAPER ID	INVOICE ID	AUTHORS	REGISTRATION TYPE	CURRENCY	NOMINAL	PAYMENT STATUS
1	256bca683f1cc0d0513572e1c79a2	Indira Insyah	Early Bird	IDR	300.000	Author Payment Receipt Confirmed

Showing 1 to 1 of 1 invoices

→ APPLY AUTHOR PAYMENT

## 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.

+ CREATE A CONFERENCE

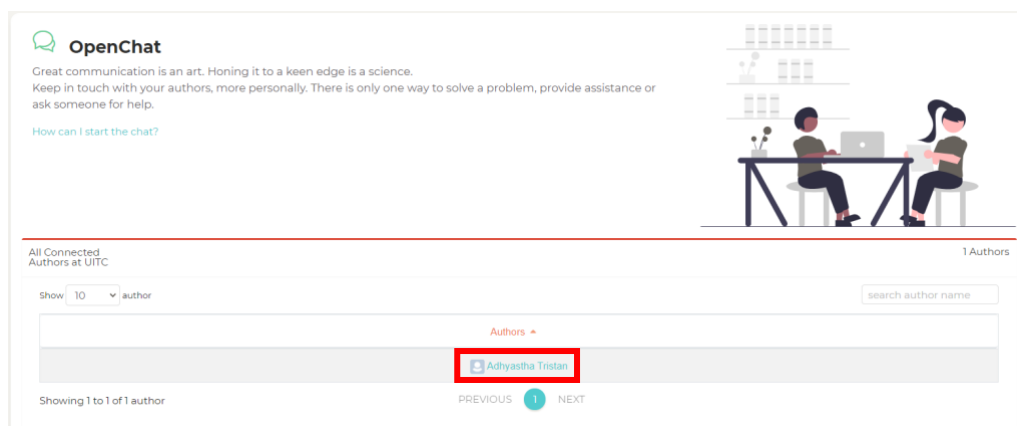
Show 10 conferences

CONFERENCES	DATE	AUTHOR STATUS	CONFERENCE STATUS
<p>University of Indonesia Technology Conference (UITC) created: February 20, 2021 Universitas Indonesia</p> <p><b>Abstract Submission</b> Abstract date is not set.</p> <p><b>Full Paper Submission</b> Submission date: February 22, 2021 - March 7, 2021</p> <p><b>Paper Acceptance</b> March 15, 2021</p> <p><b>Conference will be held on</b> April 5, 2021 - April 7, 2021</p>		<p><b>Submissions:</b> (1) total (1) waiting assignment/review (0) accepted View all submissions</p> <p><b>Registrations:</b> (0) Unpaid (waiting author's payment) (0) Paid has receipts (waiting to be confirmed) (0) Paid has no receipts (0) Paid invoices (confirmed) View all payments</p>	<p>Published</p> <p>Submission link: https://layo1.tech/502fe27542d1 COPY</p>

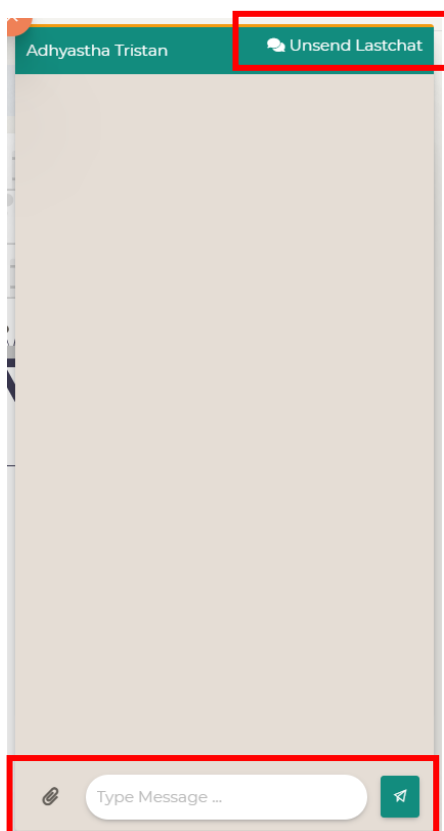
Edit Conference  
 Submitted Papers (1)  
 Registration Payment (0)  
 Chat with Authors  
 Reviewer Database  
 Create Proceeding  
 Delete Conference

ACTIONS

2. Click the intended author username link.

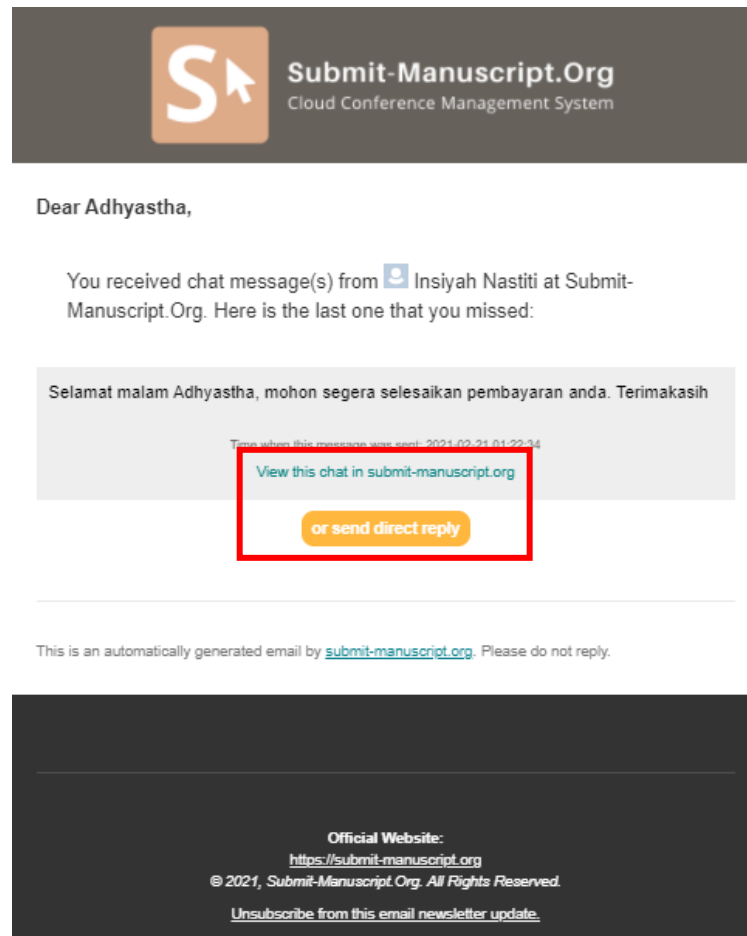


3. Type a message in the available typing bar > Click the embed icon to attach the file and the paper airplane icon to send > Click the *"Unsent Lastchat"* button to cancel sending the last conversation.

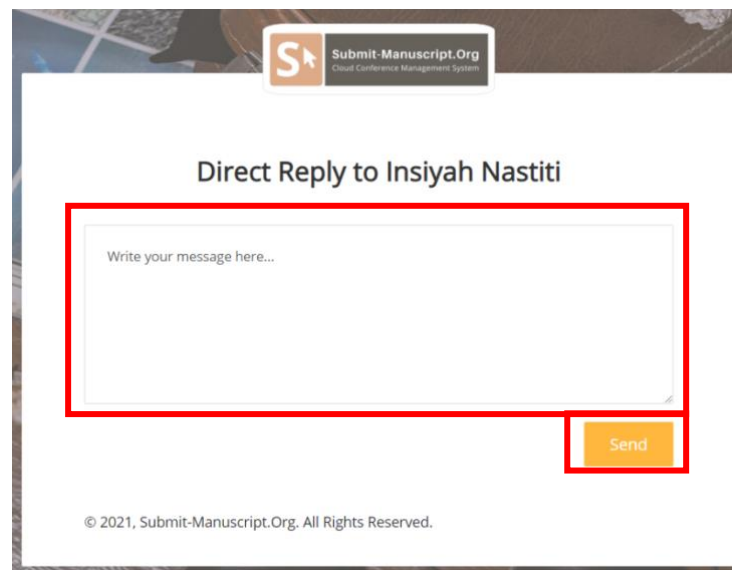


4. If there is an author's unread or unreplied message, the message will automatically be forwarded to the email conference manager. Click the *"View this chat in submit-manuscript.org"* link to read and reply to

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

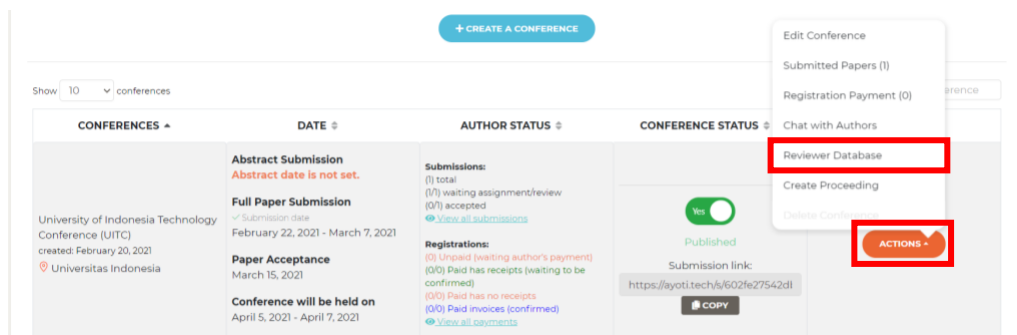


5. Type a message in the typing bar provided then click the *"Send"* button to send a message via email.



## 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 .

Data Reviewers


Import Reviewers on University of Indonesia Technology Conference

[Import Data](#)

The fields below are editable by double-clicking each data cell. (except email addresses)

Show: 100 entries

Search:

SALUTATION	NAME	SALUTATION2	EMAIL	INSTITUTION	EXPERTISE	
Ms.	Indira	(Empty)	indira.insiyah@ui.ac.id	Institut Teknologi Bandung	AI	

Showing 1 to 1 of 1 entries

PREVIOUS 1 NEXT

[EXPORT TO EXCEL](#)

[DELETE SELECTED](#)

- 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.

Form Import

Please download the .xlsx format, fill and upload it below. (Filetype: .xlsx only)

[Download Format](#)

[Choose File](#) No file chosen

## 1.8. Manage Conference Sessions

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

[+ CREATE A CONFERENCE](#)

Show: 10 conferences

CONFERENCES	DATE	AUTHOR STATUS	CONFERENCE STATUS
<p>University of Indonesia Technology Conference (UITC)</p> <p>created: February 20, 2021</p> <p>Universitas Indonesia</p>	<p><b>Abstract Submission</b></p> <p>Abstract date is not set.</p> <p><b>Full Paper Submission</b></p> <p>Submission date: February 22, 2021 - March 7, 2021</p> <p><b>Paper Acceptance</b></p> <p>March 15, 2021</p> <p><b>Conference will be held on</b></p> <p>April 5, 2021 - April 7, 2021</p>	<p><b>Submissions:</b></p> <p>(1) total</p> <p>(1) waiting assignment/review</p> <p>(0) accepted</p> <p><a href="#">View all submissions</a></p> <p><b>Registrations:</b></p> <p>(0) Unpaid (waiting author's payment)</p> <p>(0) Paid has receipts (waiting to be confirmed)</p> <p>(0) Paid has no receipts</p> <p>(0) Paid invoices (confirmed)</p> <p><a href="#">View all payments</a></p>	<p><b>Published</b></p> <p>Submission link:</p> <p><a href="https://layoti.tech/602fe27542d1">https://layoti.tech/602fe27542d1</a></p> <p><a href="#">COPY</a></p>

[Edit Conference](#)

[Submitted Papers \(1\)](#)

[Registration Payment \(0\)](#)

[Chat with Authors](#)

[Reviewer Database](#)

[Create Proceeding](#)

[Delete Conference](#)

[ACTIONS](#)



- 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.

Proceeding

1. Validate your conference sessions

[+ ADD NEW CONFERENCE SESSION](#)

Session Name	Session room name	Session date	Session start time	Session end time	Manage Session
A1	Room A	03/22/2021	12:00 PM	1:00 PM	<a href="#">Edit Session</a> <a href="#">Delete Session</a>

2. Determine the length of each presentation

Presentation Length (in minutes)

15

3. Input your start page number

Start page number (default: 1)

This is your start page number

[EXPORT PROCEEDING](#)

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

University of Indonesia Technology Conference (UITC)  
22nd - 24th March - February, 2021  
Universitas Indonesia,  
Diponegoro, Indonesia  
Nurtiti

Conference Managers:

1) Mr. Indira Irawati (Universitas Indonesia, indirainyah17@gmail.com)  
2) Mr. Afdian Fennaryah, S.T (Univser UI, afdianfennaryah@gmail.com)

Reviewers:

1) Mr. Afdian (Universitas Indonesia, afdianfennaryah@gmail.com)

A1  
Room A, March 22nd 2021

Paper ID	Title and author	Presentation time	Page
1	Vertical Take Off Landing Medical Machine Indira Irawati (Universitas Indonesia, indirainyah17@gmail.com)	12:00 PM - 12:15 PM	1 - 1 (0 pages)

- 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.

**ADD CONFERENCE SESSION**

Session name/ID: AI

Session room name: Room A

Session conference date: 03/01/2021

Note: This is your conference date as recommended

conference date start: 03/01/2021

conference date end: 03/03/2021

Session start hour: 9:00 AM

Session end hour: 12:00 PM

**SAVE**

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.

**EDIT CONFERENCE SESSION**

Session name: AI

Session room name: Room A

Session date: 03/01/2021

Session start time: 9:00 AM

Session end time: 12:00 PM

**UPDATE**